East Los Angeles College
Academic Senate
Conference/Tuition Committee

Conference Attendance

**Full Time Faculty:** $750 maximum reimbursement per academic year. Reimbursement subject to change based on budget and number of applicants.

**Adjunct Faculty:** Prorated upon percentage of a full time assignment, number of teaching units, and conference cost.

**Application Procedure**

*Read Carefully.*
*Apply Two Months Prior To Conference Date.*  *Brief Justification Required If Not Possible.*  *Incomplete Requests Cannot Be Processed.*

- **Complete Legibly and Accurately:**
  1) ELAC Request for Conference Attendance Form
  2) LACCD Request for Conference or Activity Attendance Form
  3) **Attach conference brochure or Internet flyer.** Brochure or flyer **must** include all of the following in as few pages as possible:
     - Name of Conference
     - Description of Conference
     - **Registration Fee Information**
       - Fees need **not** be paid at time of application
       - Professional membership fees are **not** reimbursable
     - Conference Date(s)
     - Conference Location

- Obtain the **signature** of your Department Chair

- Return **completed** packet to Debra Mora, Academic Affairs, G1-207

- Request is **approved** if not returned

- Submit **paid receipts ONLY when asked to do so** by Cathy Medina, President’s Office, G1-305. Report on Conference Attendance and Travel Expense Claim forms must be submitted within **10 business days** after conference completion.

**Questions?**  Choonhee Rhim
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(Revised 7/2015)