



**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 **Alfredo Melgoza, Professional Development, F5-321**
- Request is **approved** if not returned
- When approved, Conference Attendance and Travel Expense Claim forms will be sent by President's office via campus mail. Submit both forms with **receipts** to Catalina (Cathy) Medina in President's Office, within **10 business days** following conference completion.
- If you did not receive the Conference Attendance and Travel Expense Claim forms, **contact Catalina (Cathy) Medina** (phone: 323-265-8662 email: medinac@elac.edu). **Late submittals may result in forfeiture of reimbursement.**

Questions? Choonhee Rhim
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