

## PROFESSIONAL CONFERENCE FUND FLOW CHART

(See Article 23 of LACCD and AFT Agreement 2014 – 2017 for contract details)

### STEP 1

- Obtain a copy of the L.A.C.C.D. REQUEST FOR CONFERENCE OR ACTIVITY ATTENDANCE form **prior to conference start date.**

### STEP 2

- Attach the conference flyer/announcement to your conference attendance form.
- Submit completed form and attachments to Administrative Services Office **prior to conference start date** (see Arlene Stein).
- Requests are reviewed by the Professional Growth Committee and College President and are funded on a first-come, first-served basis until the funds are depleted.
- Applicant will be contacted when request is approved or denied.

### STEP 3

Attend conference.

### STEP 4

Obtain a copy of REPORT ON CONFERENCE ATTENDANCE FORM ([LACCD Report on Conference Attendance Form](#)) and a copy of TRAVEL EXPENSE CLAIM FORM ([Travel Expenses Claim Form](#))

### STEP 5

Submit both completed forms with receipts to Administrative Services Office within 10 days of conference.

### STEP 6

You will be notified when check is received from the District and is available for pick-up in Administrative Services Office.