

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. California Assembly passed AB 1887, which barred state-funded travel to these states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, Texas, North Carolina.
- Submit completed form and attachments to Academic Affairs Office prior to conference start date.
- Requests are reviewed by the Professional Growth Committee, Deans, and College President and are funded on a first-come, first-served basis until the funds are depleted.
- Applicant will be contacted if request is 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 Business 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 the Business Office.