

PROFESSIONAL CONFERENCE FUND GUIDELINES

1. LAVC conference fund allocation is \$21,018.00 for July 1, 2015 through June 30, 2016.
2. As long as funds are available, full-time faculty are entitled to be reimbursed for conference(s) not to exceed \$800 during a single academic year.
3. As long as funds are available, adjunct faculty are entitled to be reimbursed for conference(s) not to exceed \$400 during a single academic year.
4. Only expenses verified by receipts are acceptable. Receipts for food and parking are required.
5. Car mileage calculation is \$.575 per mile.
6. Requests are reviewed by the professional growth committee and the College President, and are funded on a first-come, first-served basis until the funds are depleted.
7. Requests must be submitted prior to conference attendance. Receipts and report on Conference attendance must be submitted within ten days of the end of the conference
8. See Professional Conference Fund Flow Chart for application procedures. [Link to fund flow chart.](#)

See Article 23 of the LACCD and AFT Agreement 2014 – 2017 for contract details.