

## PROFESSIONAL CONFERENCE FUND FLOW CHART

(See Article 23 of LACCD and AFT Agreement 2017 – 2020 for contract details)

### STEP 1

- Obtain a copy of the LACCD 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, Iowa, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, and Texas.
- Submit completed form and attachments to Academic Affairs Office 30-60 days prior to the conference start date.
- Requests are reviewed by the Professional Growth Committee, Deans, Vice President, 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 after the conference.

### STEP 6

You will be notified when check is received from the District and is available for mailing or pick-up through the Business Office.