

PROFESSIONAL CONFERENCE FUND GUIDELINES

1. LAVC conference fund allocation is \$21,011.00 for July 1, 2020 through June 30, 2021.
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 itemized receipts (alcohol not covered) are acceptable. Receipts for food and parking are required.
5. Car mileage calculation is \$.545 per mile.
6. Requests are reviewed by the Professional Growth Committee, Vice President, Deans and the College President, and are funded on a first-come, first-served basis until the funds are depleted. 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.
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 2017 – 2020 for contract details.