

Check here if requesting for conference advance (Attach advance request form)

Check here if advance registration fee payment is requested. Registration fee will be paid directly to the conference organizer, please provide invoice

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Encumbrance #

DIVISION OF HUMAN RESOURCES

Reference #

**REQUEST FOR CONFERENCE OR ACTIVITY ATTENDANCE**

Directions: Submit top two copies to President or Division Head. **Attach conference or activity program, announcement or other descriptive document.**

1. Name of Employee: Empl. No: College or Division: Department : Ext.:

Job Title: Certificated (Regular) Certificated (Hourly)

2. Name of Conference or Activity:

3. Sponsoring Agency:

4. Conference/Activity Location: City State

5. Conference/Activity Schedule: Opening Date Closing Date

6. Dates on which employee will be traveling and attending conference or activity (include weekends and holidays):

Beginning Date Ending Date

7. Will paid substitute be required Yes No

8. Purposes and anticipated value to the District which will be derived from attendance:

9. Indicate additional assignments: Title Location

10. \*Estimated amount of expense requested:

Transportation \$ Hotels & Meals \$ Registration Fees \$ Incidentals \$ TOTAL \$

I hereby acknowledge that I will forfeit reimbursement if my claim is not submitted to the President's Office within 10 business days after attending the conference

11. Signature of Applicant: Date

12. Approval of Conference: Activity Supervisor Yes No Date  
 Dean or Appropriate Administrator Yes No Date  
 Appropriate Vice President Yes No Date

13. This section to be completed by College President or Division Head and the Budget Owner c. Amount of Conference expense recommended

a. Refer to Chancellor	<u>Funding Source:</u>	b. General Funds	<u>BUS</u>	<u>Fund</u>	<u>WBS/Cost Center</u>	<u>Commitment Item</u>	c. Amount of Conference expense recommended
Rejected		Account No.	000-	-		586100	\$
	AFT-Professional Growth :	Signature				Date	
	Administrators :	Signature				Date	
	Staff Development :	Signature				Date	
	President or Division Head	Signature				Date	

14. This section to be completed by Chancellor or President/Division Head:

- ( ) Recommended with expenses recommended in item #12
- ( ) Not Recommended

\_\_\_\_\_  
 President/Division Head Date

Enc. Amount _____
Account _____
CFA _____ Date _____

Processing Date \_\_\_\_\_

\*The REQUEST FOR CONFERENCE OR ACTIVITY ATTENDANCE is a form used to request authorization for a business trip or a program of approved training or study (webinar). The REQUEST FOR CONFERENCE ATTENDANCE is required for authorization under the following conditions:  
 a. Trips outside the 100-mile radius of the Los Angeles City Hall  
 b. Overnight absences from an employee's established residence involving any reimbursable expenses