

Check here if requesting travel advance (attach travel 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 \_\_\_\_\_ **- LACCD**

Job Title \_\_\_\_\_

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 \_\_\_\_\_

Will paid substitute be required? Yes \_\_\_\_\_ No \_\_\_\_\_

10. \*Estimate amount of expense requested:

Transportation \$ \_\_\_\_\_ Hotels & Meals \$ \_\_\_\_\_ Registration Fee \$ \_\_\_\_\_ Incidentals \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

11. Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

12. This section to be completed by College President or Division Head:

a. <input type="checkbox"/> Refer to Chancellor	b. <input type="checkbox"/> General Funds	c. Amount of Conference expense recommended
<input type="checkbox"/> Rejected	<input type="checkbox"/> Special Funds	
	Account No. <u>D000-</u> - <u>-586100</u>	\$ _____

\_\_\_\_\_  
President or Division Head

\_\_\_\_\_  
Date

13. 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