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.