

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 _____ **- 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 X

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

9. Indicate additional assignments: Title NA Location _____

Will paid substitute be required? Yes _____ No X

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. () Refer to Chancellor
() Rejected

b. () General Funds
() Special Funds

Account No.

M000- - -586100

c. Amount of Conference expense recommended

\$ _____

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