

Faculty Professional Development Conference Funding For Faculty in 2011-2012

Please refer to LBCCD Regulation 3024 Policy on Travel and Professional Conference Attendance for clarification and instructions located at <http://fpd.lbcc.edu>.

Please use the following guidelines for submitting Travel Authorization Applications and/or Travel Authorization Claims to Faculty Professional Development (FPD) (mail code Y-8) for reimbursement.

NOTE: Faculty who do not submit their paperwork within the required time frames risk not having their conferences funded. The FPD Committee cannot guarantee funding for conference requests that are submitted late.

BEFORE THE CONFERENCE –TRAVEL AUTHORIZATION APPLICATION FORM

Required Signature	Description
Applicant	Person attending the conference
First Authorized Signature	Department Head or Immediate Supervisor
Approval Signature	School Dean or Director
Vice-President	Area Vice-President and/or for Don Berz, send to Faculty Professional Development (Y-8)
Funding Approval Account Number	Faculty Professional Development mail (Y-8)
Funding Approval Authorized Signature	Faculty Professional Development mail (Y-8)

Required documentation to attach to the “Travel Authorization Application Form”

A copy of the Conference brochure/flyer that shows the registration fee

Time frame

Submit your “Travel Authorization Application form” at least one month prior to the conference AND not after the conference date

Conference reimbursement amounts

\$550 for contract (full-time) instructors and \$275 for adjunct (part-time) instructors

Confirmation

After your “Travel Authorization Application” has been approved, you will receive a “Travel Authorization Claim Form” from the office of Fiscal Services. If you do not receive a “Travel Authorization Claim Form” before the conference date, please contact the Faculty Professional Development office.

Denial

If your “Travel Authorization Application” is denied by the Faculty Professional Development subcommittee, you will receive notification at your email address or campus phone

AFTER THE CONFERENCE – TRAVEL AUTHORIZATION CLAIM FORM

Time frame

Within three weeks after you return from your trip, and after you receive the “Travel Authorization Claim Form” from the office of Fiscal Services, complete your “Travel Authorization Claim Form” with the required signatures and the required documentation

Required documentation to attach to the “Travel Authorization Claim Form”

Attach all receipts and a typed summary report to the “Travel Authorization Claim Form”

Required signatures

Sign the “Travel Authorization Claim Form” and follow the directions from the office of Fiscal Services for the required approval signatures

Reimbursement

You will receive your conference expense reimbursement check at your inter-office mailbox.
Allow three weeks for processing.