

Faculty Professional Development Conference Funding For Faculty in 2009-2010

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.

1. Signatures for Travel Authorization Application:

- **Applicant's signature:** Person attending the conference
- **Authorized signature:** Department Head
- **Approval signature:** School Dean
- **Vice-President signature:** Area Vice-President
(For Don Berz send to Faculty Professional Development)
- **Funding Approval Authorized Signature:** Send to Faculty Professional Development

2. Documentation to attach to "Travel Authorization Application" form

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

3. Time frame

At least one month prior to the conference

4. Conference reimbursement amounts

\$400 for contract (full-time) instructors and \$150 for adjunct (part-time) instructors

5. Confirmation

You will receive a confirmation from Pat Hick, Fiscal Services, that your "Travel Authorization Application" has been approved

6. Denial

If your "Travel Authorization Application" is denied by the FPD subcommittee, you will receive notification from Faculty Professional Development

7. "Travel Authorization Claim" form requirements

Within three weeks after you return from your trip, and/or after you receive the "Travel Authorization Claim Form," from the cashier's office, please attach a typed conference summary report and the conference receipts. Sign the Claim Form and send it to your School Dean and to Don Berz for their signatures.