



FOOTHILL COLLEGE

PROFESSIONAL CONFERENCE FUNDS Guidelines and Procedures

Office of Faculty and Staff

CONFERENCE FUNDS

Professional Conference Funds provide opportunities for regular and contract faculty, as well as part-time faculty with reemployment preference, to attend professional conferences or seminars for improvement of teaching and learning, and for professional development. The funds can be used to defray, in whole or in part, the associated costs for registration, travel, lodging, and meals, but may not exceed \$1000 per employee per year. Actual funding may be lower than requested, due to limitation of funds or other criteria established by the Professional Conference Committee.

REQUEST FOR FUNDS

Funds are requested by written application submitted to the Professional Conference Committee. Application forms are available at the Office of Faculty and Staff, and at <http://www.foothill.edu/staff/info.php>

Note: Conference Funds are not to be confused with the Training/Re-Training Stipend under Article 35 of the FA Agreement. The Training/Re-Training Stipend is designated to defer, in whole or part, the cost of tuition fee, books or supplies. Further, it can be used to supplement the faculty employee's income, if necessary and appropriate, while he or she is engaged in a program of

study, work, experience or training requested by the Board, in order to meet the need of the District and its students.

APPLICATION PROCESS

- A completed application form must be submitted to the Office of Faculty and Staff at least two weeks in advance of the conference or activity.
- A copy of the brochure, flyer, program or agenda of the professional development event must be attached to the application.
- The completed application must have the signature of the Dean or Manager.

The Conference and Travel Committee will meet on an as-needed basis to review applications.

When the application is approved, the applicant is notified in writing regarding the amount that will be available.

COMMITTEE COMPOSITION

The professional Conference Committee, comprised of one faculty employee selected by FA, one faculty employee selected by the Academic Senate, and two management employees, administers the conference fund.

PAYMENT & REIMBURSEMENT PROCESS

With sufficient lead-time, some expenses can be paid in advance by submitting a Request for Check. Checks can be requested for conference registration fees, lodging expenses and other pre-determined amounts. Requests for Check require backup in the form of registration documentation or other paperwork that includes a specific amount to be paid as well as the address of the receiving institution. Request for Check forms are available in the Office of Faculty and Staff.

Employees are responsible for paying for all professional development related expenses that have not been paid in advance via a Request for Check. Requests for reimbursement must be submitted on a Trip Voucher, which can be obtained from the Office of Faculty and Staff. Original receipts must be attached to the Trip Voucher. It is highly recommended that the employee keep copies of all receipts. The Trip Voucher should be submitted to the Office of Faculty and Staff within 10 working days of return from travel for signature and assignment of a budget code. It must then be submitted to the District within 90 days of return from travel; otherwise, the request will not be honored.

If the travel expenses are charged to the District Pro Card, an expense transfer must be completed and submitted to the Dean of Faculty and Staff for signature. The expense transfer can only be completed once the expenses have been entered (appear) in the FR System. Copies of receipts should be attached.

Reimbursement must be requested, and travel vouchers submitted, in the academic year within which the event occurs.