

Long Beach City College

Procedure for CLASSIFIED Travel Authorization/Claim Funded by the Professional Development Program

1. Eligibility

Classified bargaining unit employees are eligible to apply for professional conferences, workshops and seminars funded by the Professional Development Program based upon available funds. The following conditions shall apply:

- 1) Registration fees are limited to a maximum of \$150 per year.
- 2) Registration fees will be paid on a "first come-first served" basis.
- 3) Requests must be designed to improve and/or update knowledge, skills and abilities related to your job.
- 4) Equitable distribution of funds.

Any requests that do not meet the above conditions will be denied.

2. Timing

A completed and approved Travel Authorization Application Form, official conference, workshop or seminar flyer and registration form must be submitted to the Human Resources (Staff Development) Office at least **ten (10) business days** before the conference.

3. Reimbursement for Registration Fees

If your application is approved, the PCC Student Accounts Office will send you a Claim Form with the cost estimate data filled in (data is taken from the your approved application form) and a check for the registration fee, payable to the conference organizer.

4. Claim Process

When you return from your conference, record your registration expense on the Claim Form, get appropriate signatures and forward to the Human Resources (Staff Development) Office. Submit your Claim Form within **ten (10) business days** after you return.

Note: Claims received after the deadline will not be processed.

Questions? Contact Linda Roseth at Ext. 4512 or the PCC Student Accounts Office at Ext. 3906.