



Reimbursement/Pre-Payment for Professional Development Events

Individual employees of the Compton Community College District are currently eligible to receive reimbursement or pre-payment for attending or presenting at a professional development event. See below for application requirements.

Who is eligible: All faculty (both full-time and part-time), all full-time staff, and all administrators.

Reimbursement amounts: Recipients will be funded a maximum of \$1200 per academic year if attending or presenting at a conference or workshop. Funds are available on a first-come, first-served basis until all funds are expended or encumbered. Funding will not exceed total cost incurred by the attendee. Use of funds is to the discretions of the Professional Development Committee.

Flex credit: Flex credit may also be available. Follow directions for conference attendance using FlexReporter at: <http://elcamino.flexreporter.com>

Application requirements: Applications for cost reimbursement or pre-payment should be submitted to the Human Resources office.

Applications for cost reimbursement or pre-payment MUST include all of the following:

1. Supervisor's signature approving the request. For faculty, the supervisor is the dean.
2. Descriptive materials of the event, such as a conference brochure, that indicates the content of the event.
3. Documentation detailing the estimated or known itemized and total costs.
4. In 300-350 words total, do both of the following:
 - a. Provide a written justification for the request and how attending/presenting at the event will aid in the professional development of the employee (i.e. you), department, and/or campus.
 - b. Explain how you plan to share information learned from the funded activity with colleagues, the department, and/or with the campus after completing the event.
5. A Travel Pre-payment/Reimbursement expense form, completed as described below. Claim for reimbursement should be filed with the Accounting Office NO LATER THAN TEN CALENDAR DAYS following the event and must include all receipts.

Failure to include all items will result in the request being returned to the submitter.

Travel Pre-payment/Reimbursement forms: Requests must include a "Travel Request and Reimbursement" request form, available as part of a packet from Human Resources (C-38). The packet contains the "Travel Request Reimbursement" form, directions for completing the travel request expense form, a list of reimbursable expenses, the "Request for travel pre-payment" form (which can be left blank if your request is for reimbursement rather than pre-payment), and the "Credit Card Authorization" form (for pre-payment using the districts credit card). Make sure you fill out the upper portion of the "Travel Request and Reimbursement" page down to (but not including) the Account Number box but do not fill in the table in the middle until you have all of the indicated receipts when the event has finished. To be reimbursed for mileage, the attendee must have completed the Safe Driver Training prior to the event. Contact Lt. Box at rbox@elcamino.edu to set up an appointment for the training.

When are decisions made? All requests will be considered by the Professional Development Committee at the committee's next monthly meeting. The committee membership includes four faculty, one staff, and two administrators. Note: pre-payment requires extra processing time from the business office.

Questions: If you have questions about this process, please contact your supervisor or Rachelle Sasser, Dean, Human Resources, ext 2400.