



Las Positas College Professional Development Committee Conference Proposal Checklist

Please use this checklist to assist you in completing your conference paperwork process. For a more detailed set of instructions and information about current levels of institutional funding, please consult the [Conferences](#) page.

Prior to applying for Professional Development funds, please check the [Funding](#) website to see if you may be eligible to apply for grant/initiative funds. In the event that you are eligible for these alternative sources of funding, please follow the application process for these funds. If you apply for a grant/initiative fund, you will not be eligible for Professional Development funds.

If you are not eligible for alternative funding through grants/initiatives, and you would like to apply for Professional Development funds, please adhere to the following guidelines:

Before the Conference

- ☐ Obtain a [Professional Development Activity Proposal Packet](#).
- ☐ Fill out completely. Incomplete proposals will be returned to the proposer. Print out the completed forms.
- ☐ Attach all supporting materials, conference brochures, schedules, and registration forms.
- ☐ Obtain your Dean or Immediate Supervisor's signature.
- ☐ Submit your completed forms (with signatures) to the Senior Administrative Assistant to the PDC by no later than 5:00 PM on the first Monday of the month. If the first Monday is a holiday, then submit by no later than 5:00 PM the following business day.
- ☐ Proposers will be notified by email about the status of their proposal following the Professional Development Committee Meeting, usually occurring within one week of the above deadline.

During the Conference

- ☐ Collect original receipts for everything you intend to claim reimbursement for. Photocopies of receipts will NOT be accepted.
- ☐ Make copies of conference material, including registration packets, program details, and other relevant materials.

continued on next page

After the Conference

- ☐ Complete a [Conference Expense Claim Form](#) and include the signature of your Dean or Immediate Supervisor.
- ☐ Attach all **original** receipts to the form. Photocopies of receipts are not accepted by the Business Office.

Other Important Information

- You have 30 days maximum to complete your reimbursement paperwork to be eligible for general fund reimbursement. Reports not received within 30 days of your conference attendance will be deemed null and void and will not be eligible for reimbursement.
- Reimbursement claims will not be submitted in the event that the report is not filed with the Senior Administrative Assistant to the PDC.

Form Last Updated: September 21, 2017