

Teachers' Conference Fund Application

Name: _____ Date of application: _____
 Conference title _____
 Conference date(s) _____ Conference location _____
 Number of substitute days required: _____ Date(s): _____
 Applicant's school site: _____
 Teaching assignment: _____

Estimated Costs

Registration	\$
Travel *current IRS rate per mile \$0.56	\$
Meals maximum \$68 per day (broken down as you wish)	\$
Lodging	\$
Substitute *\$120 per day (minimum)	\$
Other	\$
Total \$1,800 limit per person	\$

How is this conference applicable to your assignment?

How will you share the information from the conference?

Attached must be a copy of the registration and conference flyer. Submit the application to the Conference Committee chairperson, Kelly Todd, at Los Banos High School, for approval.

*Substitute and mileage rates may change.

Teachers' Conference Fund

The Teacher's Conference Fund was established in the mid 1980's to allow teachers to attend conferences of their own choice by setting aside a percentage of the salaries of all district teachers. The Teachers' Conference Fund Committee was appointed by the Los Banos Teachers' Association to administer the fund. The Committee is comprised of teachers from various sites. The Los Banos Teachers' Association established guidelines for use of the fund.

Conference requests must be approved by the Committee **at least one month in advance** of conference attendance. Requests are considered on a first-come first-served basis. The money is divided in half – the first half funds conferences from July 1 to December 31, and the second half funds conferences from January 1 to June 30. A teacher is eligible to use conference funds every other year for one conference.

A maximum of \$1,800 will be allocated per applicant. A maximum of four (4) teachers per site will be funded for the same conference. No more than seven (7) teachers district-wide will be funded for the same conference.

All claims must be filed within thirty days of the end of the month in which they are incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty days after the end of the month in which they are incurred shall require approval by the LBTA Rep Council.

The Procedure

1. Complete an LBTA Conference Application **and** a Travel Form. Attach a copy of the registration and the conference flyer. Submit these documents to the Teachers' Conference Fund Chairperson **at least one month in advance** of the conference.
2. If a substitute is required, check with the Director of Human Resources to determine if substitutes are available for the required dates.
3. The teacher will receive written notice of the Committee's approval or disapproval of the request prior to the conference date.
4. Upon approval, **the teacher is responsible for making conference arrangements** (registration, lodging, etc.). The Teachers' Conference Fund operates on a reimbursement format. However, a teacher may make arrangements to prepayment of registration and lodging with the district business office. **Do not** have the site secretary make prepayments.
5. To be reimbursed, submit receipts attached to the travel form to the Committee chairperson within 30 days of the end of the month in which the expenses were incurred. Proper documentation of expenses is required for reimbursement (receipts, credit card receipts, cancelled check) of registration and lodging. The chairperson will review the receipts and immediately submit them to the district business office for reimbursement. The district business office issues reimbursements checks once monthly.