

Foothill College
PROFESSIONAL CONFERENCE FUNDS
for FACULTY
Guidelines and Procedures

CONFERENCE FUNDS

Professional Conference Funds provide opportunities for faculty¹ to attend conferences for professional development. The District appropriates an annual maximum² of \$1,600 per faculty. It's important to note that submitting an application doesn't guarantee your request can be funded – sometimes actual funding may be lower than requested. This is why it's important to get your application in as early as possible! Please read more in the “Application Process” section below.

CONFERENCE FUNDS versus TRAINING/RE-TRAINING STIPENDS

It can be easy to confuse Professional Conference Funds with Training/Re-Training Stipends³. Conference Funds are specifically intended for attendance at *conferences*. These typically occur in a limited period such as one day, or a few consecutive days over the course of a week or extended weekend. Generally speaking, the goal of a conference is usually to sharpen existing teaching or discipline skills. In contrast, Training/Re-Training Stipends are typically designated to defer the cost of tuition, books, or supplies needed for faculty to complete a program or a class that occurs over a longer period of nonconsecutive days. Please take a look at [Article 35 in the FA Agreement](#) for more detail, and/or reach out to the [College Professional Development Coordinator](#) for help determining which funds match your needs.

PROCESS TO APPLY FOR TRAVEL AND CONFERENCE FUNDS

You'll need to submit your completed [application form](#) to the Office of the President *prior* to the date of the conference. We aren't able to fund applications submitted after the conference has begun. Once submitted, the Faculty Conference and Travel Committee⁴ reviews each application. To ensure equitable funding throughout the year, funds are divided among the summer, fall, winter, and spring quarters. If all funding has been depleted for the given quarter, applications will no longer be accepted for those conferences.

The committee will consider applications for each quarter only during the periods listed below. Please note that applications are not reviewed during the summer break, so be sure to submit summer applications before the last

¹ All regular and contract faculty, and part-time faculty with re-employment preference. See [Article 36 of the FA Agreement](#) for more detail.

² This is district-wide maximum, i.e. it is not possible to use \$1600 from Foothill and \$1600 from De Anza

³ Article 35 of the FA Agreement

⁴ There are four committee members: one regular faculty employee selected by FA, one regular faculty employee selected by the Academic Senate, and two management employees selected by the college President

day of instruction in Spring quarter.

- Summer Conferences: March 1st - end of Spring quarter
- Fall Conferences: September 15th - end of Fall quarter
- Winter Conferences: November 1st - end of Winter quarter
- Spring Conferences: February 1st - end of Spring quarter

Please note an application request is not a guarantee of funding. Actual funding may be lower than requested, due to limitation of funds or other criteria established by the Conference and Travel Committee.

FUNDABLE EXPENSES

Below is a list of expenses that can be covered, in whole or in part, by the Professional Conference Fund, along with the required documentation for each. **Please note that you must include the supporting document(s) or the expense cannot be funded. Your completed application must also have your dean or manager's signature.**

- **Conference/Workshop Registration Fee**
 - **Documentation:** a brochure, program, or printed webpage that clearly shows the activity description or agenda **and** the registration fees
- **Airfare** (includes base rate airfare plus taxes and fees)
 - For domestic travel the base rate is coach class and for international travel the base rate is business class
 - Make reservations early to obtain the lowest rates possible. Make sure your application is approved prior to purchasing tickets with flight restrictions or no-refund clauses.
 - **Documentation:** either an airfare estimate or your receipt of purchase that clearly identifies economy or coach class seating. It's usually most convenient for you if you obtain these at the time of purchase. In the case of airfare that appears higher in cost than the norm, the committee may request additional supporting paperwork showing comparable rates.
- **Ground Transportation:**
 - **Car rentals:** Per Board policy AP 7400, the standard car rental is a compact automobile; however, if you are sharing an automobile with another employee you can use a larger car.
 - **Documentation:** a car rental estimate or receipt
 - **Local transportation** including airport shuttles, BART, CalTrain, Uber, Lyft, taxis, etc.

- **Documentation:** estimates⁵ or receipts of all local transportation costs for the duration of your conference
 - **Bridge/lane tolls, and/or parking** if you have driven your car or a rental car to your conference
 - **Documentation:** estimates or receipts of all toll and/or parking costs for the duration of your conference
 - **Note:** Please make sure to use other forms of local transportation (as listed above) to get to and from the airport, as overnight airport parking is *not* reimbursable by the District, *unless* the cost of overnight parking is less than the cost of local transportation to the airport.
- **Mileage:**
 - If you're driving rather than flying, the district will reimburse your mileage to and from the conference based on the current IRS mileage rate, up to a maximum of 300 miles. Beyond that mileage, the employee will be reimbursed at the "economy" airfare to/from that location.
 - **Documentation:** Google Map showing either the one-way mileage from the Foothill Campus or from your home, whichever is closer
- **Lodging:** for overnight stays when your hotel is more than 75 miles from the District
 - Per [Board policy 7400](#), avoid premium accommodations unless there is no suitable alternative or unless a special circumstance justifies their use. The committee may request additional documentation showing comparable rates if your hotel appears higher than the norm, which is \$250/night or less.
 - Note: Airbnb or VRBO-type rentals are not reimbursable.
 - **Documentation:** a hotel estimate or receipt of booking that includes all taxes. If the hotel doesn't provide the applicable taxes on their website, use the base room rate x 15% for your estimate.
 - It's usually most convenient for you if you obtain these at the time of purchase.
 - The committee may request additional documentation showing comparable rates if your hotel appears higher than the norm, which is \$250/night or less.
- **Meals** are reimbursed at a rate of \$55 per full day of conference attendance
 - **Please note** there is *no reimbursement* for travel days or partially attended conference days; and, the per diem is not reimbursed if the conference is the form of a retreat where lodging and all meals are provided

⁵ There are several websites that will estimate taxi and rideshare costs to give you a fairly accurate estimate, while the public transit websites can provide you specific costs.

- **Documentation:** please note the total number of **full attendance days only**. The committee will validate this based on the documentation of other materials such as dates of hotel stay, flight plans, etc., and the committee has discretion to determine what constitutes a full day of attendance.

REIMBURSEMENT PROCESSES

Conference attendees are responsible for paying for all professional development-related expenses that weren't paid in advance via Direct Pay request. Within 30 days of returning from your conference, you can request reimbursement for your expenses by submitting a Trip Voucher, which can be obtained at:

<http://www.foothill.edu/staff/development/travel.php>.

You'll need to attach your original receipts as well as your proof of payment to your Trip Voucher form and submit it to the Office of the President within 30 calendar days of the last date of conference attendance. You're also highly encouraged to keep copies of all your receipts. If the amount claimed on your Trip Voucher is more than \$100 in excess of the approved amount from your approved Travel and Conference Application, you'll need email the Travel and Conference fund committee via the President's Office to explain the variance, otherwise your Trip Voucher will be reimbursed based on the amount listed on your Travel and Conference Application. The District won't reimburse Trip Vouchers submitted after 30 calendar days after the last date of conference attendance.