



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**Office of Business Services**  
**Conference Leave: Request Form**



Staff member(s): SALEM ADMASSU

Conference title: All African Diaspora Education Summit (AADES)

(Note: please do not use abbreviations in form)

Date(s): 9/15 to 9/25 Location: University of Cape Coast, Accra, Ghana

Sponsoring group: A2MEND

**Purpose and contribution to Chabot-Las Positas Community College District?**

(Please indicate any official position held which requires or makes desirable your attendance)

This conference supports the government of Ghana policy initiative "Beyond the Return" which calls for the global African family to return to Africa to participate in rebuilding process.

This Pan African event will contribute to LPC's mission and values to create anti-racist policies and practices and provide an equity-focused environment by sharing and learning pedagogical values deeply embedded in the African way of life. Subsequently, this will assist in providing counseling and instructional support for Umoja cohorts in particular and students of the African Diaspora in general.

Estimated total cost of attendance, including transportation: \$ 4,000.00

List dates and classes requiring substitutes:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: Salem Admassu Digitally signed by Salem Admassu  
Date: 2022.07.28 12:37:20 -07'00' Date: 7/28/22

**Reimbursement for expenses for conference and meeting attendance – see Administrative Procedure (AP) 7400.**

**FOR OFFICE USE**

**Approval:**

Division Dean signature: Amy Mattern Digitally signed by Amy Mattern  
Date: 2022.07.28 14:04:29 -07'00' Date: [ ]/[ ]/[ ]

Vice Pres. or Vice Chancellor signature: Kristina Whalen Date: 7/28/22 [ ]

President / Chancellor signature: Dyrrell Foster Date: 07/28/22

**Cost is chargeable to division budget:**

- Yes : (labor distribution account) 333127 37257 5220 499900
- No
- No cost to District

**Maximum total reimbursement allowed:**

- Actual and necessary expenses
- Limited to \$ [ ]

Routing: Original – Business office Copies: Academic Services  
 Division office  
 Staff member(s)

Reference: Article 29E.3 – Faculty Collective Bargaining Agreement