

Guide Updates for 2/9/2022 Release

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POLICY

Student travel and field trips in support of District programs or functions may be allowable and require supervision of a District employee. The purpose of this policy is to cover what is an allowable expenditure in these circumstances.

Travel requests must be allowable under Education Code, Government Code, the Budget and Accounting Manual (BAM), Board Policy and Administrative Policy. All student travel requires prior approval by Executive Council and the Board of Trustees.

AP & BP 7400

Reference: *Education Code Section 87032; Government Code 11139.8*

Travel within the District's Service Area (In-District) that incurs no expense does NOT require a Pre-Approval or Executive Council Checklist. A map of the District's "Service Area" can be found here: <https://www.avc.edu/aboutavc>

PROCEDURE

All travel that includes students must be approved through the Antelope Valley College Executive Council. Please fill out the form titled "Executive Council Travel Checklist" at: <https://www.avc.edu/administration/busserv/travel>

Once approval is given via Executive Council, please begin the travel request procedure through Chrome River.

All travel must be completed through the on line travel request system, Chrome River. Chrome River is accessible through MyAVC. Employees must complete training from Chrome River prior to accessing the link.

Antelope Valley College will no longer be utilizing a travel agency.

It is the responsibility of the traveler (advisor, coach, faculty or staff member) to complete all steps of the travel Pre-Approval (formerly known as a Trip Request). This includes payment of registration, air travel, hotel (including occupancy tax waiver and credit card authorization forms), and registration fees. If meal money for a trip was not included on a Requisition submitted in Banner (Athletic Travel only), the traveler must include the expense of meal money on their Pre-Approval.

A Pre-Approval (formerly known as Trip Request) must be filled out, submitted, and fully approved.

A Virtual Credit Card will be issued, by the Business Services Office, once a Pre-Approval is fully approved and a Virtual Card Agreement is signed by the Traveler.




All travel will require an Expense Report (formerly known as a Travel Reimbursement) to be submitted by the traveler (advisor, coach, faculty or staff member) even if the traveler is not requesting reimbursement.

PROCESSING PRE-APPROVALS

All travel and estimated expenses must be fully approved prior to travel being booked or incurring any expense.

An advisor or designee must complete the student Pre-Approval in Chrome River. A student roster is required and must be uploaded with the Pre-Approval for all trips. If student information is not available at the time the Pre-Approval is entered into the system, a completed student roster noting the max number of students and TBD for the names must be uploaded (see below). Prior to the trip, an approved student roster with student information must be uploaded into Chrome River and the Requester must notify travel@avc.edu if meal money is required.



Student Roster

Requester: <u>John Smith</u>	# of Students: <u>20</u>
Travel Advisor: <u>John Smith</u>	Date(s): <u>2/5/2022 - 2/8/2022</u>
Event Name: <u>Student Leadership Conference</u>	Start Time: <u>8am</u>
Destination: <u>San Diego, CA</u>	End Time: <u>4pm</u>

Note: President must receive list with Board Approved Trip Request before event to approve as follows: 10 calendar days (in-state) 30 calendar days (out-of-state)

Meal Money Amount (per student): _____

900#	Student Names	Signature
1	TBD	
2		

All required travel documentation must be completed and fully approved by the Business Services Department by the date required prior to the Board of Trustees Meeting, prior to travel.

PRE-APPROVAL

1. Begin a New Pre-Approval in Chrome River. (See note in Processing Pre-Approvals regarding the required time-frame).



2. Refer to the section “Allowable Expenditures” when completing the Pre-Approval.
3. Attach required documentation (Executive Council Travel Checklist, Conference/Event information, Occupancy Tax Waiver form, Flight Information, Hotel Information, etc.) to the Pre-Approvals as requested.
4. When estimating the hotel expenses, please estimate 15 – 20% more than the quote to accommodate increased fees, taxes, resort fees, city fees, etc.
5. Submit the Pre-Approval and attached documentation for processing. Once fully approved, the funds will be encumbered, a virtual credit card will be authorized (if applicable) and the approved advisor/coach/faculty or staff member may book travel. Additionally, meal money will be approved and the list of students/athletes forwarded to the cashier’s office (see details below).

MEAL MONEY FOR NON-ATHLETE STUDENT TRAVELERS

- On the header of the Pre-Approval, ensure that the box asking if students and/or athletes are attending is checked.
- Fill out the dollar amount needed for the student travelers in the Cash Advance Request box, for example, \$275.00.
- The dollar amount received by the student will be determined by the time schedule below as well as GSA determined rates:
 - Breakfast: Travel between 2:00 a.m. and 9:00 a.m.
 - Lunch: Travel between 11:00 a.m. and 2:00 p.m.
 - Dinner: Travel between 4:00 p.m. and 9:00 p.m.
- The Pre-Approval must be fully approved at least 10 days prior to the trip in order for the Cashier’s Office to have appropriate funds.
- Once the Pre-Approvals have been completed and the Business Office has verified the documentation, the Cashier’s Office will receive the approved Student Roster (see Miscellaneous Travel Items for Student Roster Details) and dollar amount per student. The student must show their ID and sign for the funds prior to disbursement. If you upload the completed student roster after your Pre-Approval has been approved, you must notify travel@avc.edu to ensure the student roster is forwarded to the Cashier’s Office.
- After the trip is complete, the advisor/faculty or staff member will report to the Cashier’s Office the names of the students who attended the event. Use the approved Student Roster, with checkbox to acknowledge participation, and return the Student Roster to the Cashier’s Office. If Wait List students are added, please add at the bottom of the approved Student Roster. The Student Roster may be found here: <https://www.avc.edu/administration/busserv/travelforms>
 - If a student was issued funds and did not attend the event, a hold will be placed on the student account until such time as the funds are returned to the Cashier’s Office.
 - If a student is not able to pick up funds, an advisor may pick up student funds. The advisor must sign for the funds and then have the student sign that they received the funds. The form the student signs must be returned to the Cashier’s Office within 48 business hours



of the trip return, by the trip advisor. Student signature forms will be given to the advisor when the money is picked up by the advisor.

- An advisor may NOT pick up funds for all student travelers. It is an extreme or rare situation that an advisor will receive student funds.

STUDENT ATHLETES

Games not requiring overnight stay

- A Pre-Approval and Expense Report is required for each game/event if the date and location was NOT included on the board approved schedule.
- A Requisition may be submitted in-lieu of a Pre Approval if the date and location of the game/event is included on the board approved schedule.

Games requiring overnight stay

- A Pre-Approval and Expense Report is required for each event. Hotel and Fees are to be included in the Pre-Approval as requested. Attach hotel and required fees documentation to Pre-Approval as required.
- A Requisition may be submitted for Meal Money or it may be included on the Pre-Approval.

Steps to getting Meal Money for Athletes

- Meal Money requests are included in the Pre-Approval process. A requisition must be submitted to ensure the monies are available at the Cashier's Office.
- The meal reimbursement may not exceed the following amounts per California Community College Athletic Association, section 8.1.3.10.2:
 - Reimbursement for meals for the party shall be as follows (not to exceed \$20.00 per person/per day)
 - \$19.00 per student athlete per day for overnight travel
 - \$15.00 per student athlete per day for single day travel
- Athletic meal money is signed for and picked up by the coach, who in turn disburses the money to the athlete(s) and receives his/her signature.
- Upon return from an athletic event, the coach must turn in any monies not received by an athlete along with the Meal Money Signature Form, to the Cashier's office, within 48 hours of the trip return.



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EXPENSE REPORTS

Upon returning from a trip, the coach/advisor/faculty member must complete the Expense Report through Chrome River for clearance of an encumbrance and reimbursement purposes. The Expense Report must be completed no later than thirty (30) days from the last day of travel.

Once an Expense Report has been fully approved and received by Business Services, the report will be verified for completion, accurate documents, and budget checks.

PROCESSING EXPENSE REPORTS

1. Begin a New Expense Report in Chrome River. Choose to “Import Your Pre-Approval”.
2. Refer to the section “Allowable Expenditures” when completing your Expense Report.
3. Attach requested documentation (Board Approved Travel Report, Receipts, Conference/Event agenda, etc.) to the Expense Report as requested.
4. Expense items paid by District Credit Card must be reconciled in the Expense Report by dragging the credit card transaction from your eWallet to the line item. Note: If you do not see the credit card transaction in your eWallet please email travel@avc.edu.
5. Submit the Expense Report and attached documentation for processing.

ALLOWABLE EXPENDITURES

It is the responsibility of each employee to be a good steward of taxpayer dollars.

Employees requesting “Employee Reimbursement” as payment type will not be reimbursed if personal travel points (airfare, hotel, etc.) are used.

- **HOTEL.** Hotel stays are allowable if the travel is expected to be overnight or if the individual will be traveling more than 10 hours in one day (for example, 2 hour drive time each way with an 8.5 hour conference schedule would be 12.5 hours of traveling). Premium accommodations should be avoided because the District will only reimburse reasonable accommodations. The Antelope Valley Community College District utilizes GSA (General Services Administration) per diem rates. If an expense is found to be premium, the employee may incur personal liability for the difference, depending on the circumstances surrounding the cost. Once you have booked the hotel, you will need to obtain a credit card authorization form from the hotel to allow payment with the virtual credit card you are issued. Room, Tax, Resort Fee and Parking (if on the pre-approval) are the only allowable items. Incidentals are not allowable.



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- **HOTEL PARKING.** Overnight parking at a hotel is allowable if approved in advance on the Pre-Approval. Please use the most cost effective solution and include a receipt with the Expense Report. (Valet parking is NOT allowable).
- **AIRFARE.** Airfare is allowable for economy class at the airport providing the lowest cost to the District. If business class, first class and/or a higher cost airport is utilized, the District will only reimburse for the economy class rate at the lower cost option. Please upload with your Pre-Approval documents the airfare quote or screen shot. With your Expense Report, please upload the receipt printed after booking the travel with the virtual credit card.
- **AIRPORT PARKING.** Airport Parking is allowable if approved in advance on the Pre-Approval. Please use the most cost effective solution and include a receipt with the Expense Report. Valet parking is NOT allowable. District will only reimburse up to airport long term parking.
- **BAGGAGE FEES.** Baggage fees are allowable if approved in advance on the Pre-Approval. Please use the most cost effective solution and include a receipt with the Expense Report.
- **DISTRICT VEHICLES:** The District has vehicles, such as vans and buses that can accommodate several people traveling to the same location. Please be sure to contact the Campus Events Office to schedule the use of a vehicle. Note: Campus Events does require Requester to submit his/her fully-approved Pre-Approval form in order to begin making reservations. For more information, please contact Campus Events at Ext. 6296 or see webpage: <https://www.avc.edu/administration/facilities/fscampusevents>
- **TAXI/UBER/LIFT.** Costs are allowable if approved in advance on the Pre-Approval. Service to restaurants, shopping, sight-seeing, etc. is not covered. Please use the most cost effective solution and include a receipt on the Expense Form. The maximum tip reimbursement is 20%.
- **SHUTTLE SERVICE.**
 - To Los Angeles area airports: Contact Campus Events, ext. 6562, for transportation to the airport. If Campus Events is unable to provide transportation to the airport, the District will reimburse the employee traveler up to the cost of super shuttle if approved in advance on the Pre-Approval. Please consider the use of the Van Nuys Fly-Away. Include a receipt on the Expense Report.
 - For all other airports: Shuttle expenses are allowable if approved in advance on the Pre-Approval. Please use the most cost effective solution and include a receipt with the Expense Report.
 - If shuttle service is not available with District vehicles, there must be a quote from an approved charter company included in the Pre-Approval request. If the charter company is not approved, please forward all information to the Purchasing Department and allow

60-90 days for review and approval of new charter company documentation (agreement, insurance, etc).

- The advisor/faculty member/coach must sign and agree to quote provided by the charter company.
 - A credit card authorization form should be attached to the Pre-Approval so that payment can be made.
- **CAR RENTAL. The President's approval is required for any rental prior to travel.** Car rental should be reserved with personal credit card and will be reimbursed after the trip. The car rental company will require you to provide the credit card reserved with, valid Driver's License and may require current proof of insurance. Type of rental must demonstrate to be economical and least expensive available. Compact cars are preferred, except when there are three or more traveling. In these circumstances, a mid-size car is allowable. Antelope Valley College has an account with Enterprise Rental and an account code is needed to ensure the best rate is offered. Once a rental car has been approved by the President, the account code will be released to the employee traveler. The District account includes additional coverage and so there is **NO NEED TO ACCEPT ADDITIONAL INSURANCE WHEN RENTING A VEHICLE**. This is only valid at Enterprise or National outlets. If, because of circumstances, the employee traveler must use a different rental car company, additional insurance **MUST BE ACCEPTED** when renting a vehicle.
 - **GAS.** The District will reimburse gas for rental cars to and from the travel site, hotel (if different from the travel site) and rental car location. Please use the most cost effective solution and include receipts with the Expense Report.
 - **CONFERENCE FEES.** On the Pre-Approval, please be specific regarding the need for conference payment. If payment needs to be made immediately, please attach conference registration information to the Pre-Approval so that necessary details may be seen and fees paid. Fees may be paid by District check or virtual credit card. If the fees must be paid by District check, the remit address must be available in the attached documents.
 - **COURSE AND WORKSHOP FEES.** On the Pre-Approval, please be specific regarding the need for course or workshop fees. Attach your registration information to the Pre-Approval and submit for approval. If payment needs to be made immediately, please attach appropriate information to the Pre-Approval so that necessary details may be seen and fees paid as necessary. Fees may be paid by District check or virtual credit card. If the fees must be paid by District check, the remit address must be available in the attached documents.
 - **TOURNAMENT FEES.** On the Pre-Approval, please be specific regarding the need for tournament fees. Attach your tournament registration information to the Pre-Approval and submit for approval. If payment needs to be made immediately, please attach appropriate information to the Pre-Approval so that necessary details may be seen and fees paid as necessary. Fees may be



paid by District check or virtual credit card. If the fees must be paid by District check, the remit address must be available in the attached documents.

- **REFEREE COSTS.** Please submit a request through Arbiter referee fees.
- **MEALS.** Meals are reimbursed at the GSA per diem rate, which is inclusive of tips. This rate is based on each individual city, it is not a flat rate. A conference/event agenda must be attached to the Expense Form. Meals will not be reimbursed if provided by the conference or hotel. The current reimbursable meal times are as follows:
 - Breakfast: Travel between 2:00 a.m. and 9:00 a.m.
 - Lunch: Travel between 11:00 a.m. and 2:00 p.m.
 - Dinner: Travel between 4:00 p.m. and 9:00 p.m.

If you are traveling the day prior to the conference/convention/event, you will need to check “travel day” on the Pre-Approval. If you are traveling and attending conference events (i.e. a one-day event) do NOT check “travel day” on the per diem form in the Pre-Approval.

If you are working and traveling to attend a conference, you will need to check “travel day” unless you are also attending conference events.

If the conference/convention/event is taking place “In District”, per diem is not allowable

- **MILEAGE.** Mileage will be reimbursed at the current IRS mileage rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates> Mileage is to be calculated from one work site to another. Mileage is not to be calculated from a traveler’s residence. Mileage should be calculated starting at 3041 West Avenue K Lancaster, CA 93536. Employees who choose not to carpool to the same location may not be reimbursed by the District, unless approved in advance by the travelers supervising Vice President or Executive Director.

MISCELLANEOUS TRAVEL ITEMS

VIRTUAL CREDIT CARD: THIS IS A “LIVE” CREDIT CARD AND MUST BE SECURED. Virtual Credit Cards or “V-Cards” will require a signed agreement prior to issuance. This will be sent to the traveler for signature and approved by the appropriate administrator. The V-Card will then be issued to travelers to book and pay for travel when they have requested pre-approval expenditures to be paid by District Credit Card.

If the traveler has credit card payments needing to be made in person or when a credit card needs to be presented to a vendor (hotel, car rental, etc.), the traveler is to contact the vendor in advance to confirm any special requirements (cc authorization form, etc.) If you have any issues, contact travel@avc.edu.

****We do NOT recommend any person travel without their personal credit card. You will need to provide your personal credit card for incidentals and may also need it in the event of a vendor**



processing error.** Expenditures on the Expense report paid by the virtual credit card must be linked to the credit card transactions from the e-wallet.

FUNDING: When selecting the Fund-Org-Program on your Pre-Approval or Expense, you will also be asked to select your Supervisor. Please note that this is your direct Supervisor, not the Fund-Org-Program Supervisor (which may or may not be the same person). You will need to identify your direct Supervisor for each Fund-Org-Program you input.

NO-COST TO DISTRICT TRAVEL: If the District will not incur any travel expenses, the employee traveler will still need to enter a pre-approval and provide a Fund-Org-Program in the event of incidentals. The employee traveler is to add the Expense Type “Miscellaneous/Other” with a \$1 and Paid By of “No Cost to District”. If the trip includes a hotel stay and airfare, the traveler must upload these documents for insurance purposes.

PROFESSIONAL DEVELOPMENT

Professional Development eligible for reimbursement shall require a Pre-Approval if travel occurs outside of the District’s Service Area. A map of the District’s “Service Area” can be found here: <https://www.avc.edu/aboutavc>.

Professional Development shall follow the same travel policy and procedures as non-Professional Development funded travel.

AUXILIARY FUNDING: If your travel is being funded by Auxiliary funds, please contact accounting to transfer funds to your District FOAP prior to submitting your Pre-Approval.

DISTRICT STAFF DEVELOPMENT: Travel funded by District staff development will not require any additional paperwork. Instead, the Pre-Approval will be routed to the Human Resources department for verification and approval.

GSA: General Services Administration (GSA) establishes the per diem rates for the lower 48 Continental United States (CONUS). Antelope Valley Community College District utilizes GSA for both lodging and meals. The per diem is determined based on the city and state to which you will be traveling. The per diem rate automatically populates in the Chrome River travel program. When determining your total hotel costs, while inputting the Pre-Approval, please include taxes and fees as these are NOT included in the GSA rate.

Questions about GSA? Here is a link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem>

TRAVEL CHANGES: The traveler is responsible for all changes/cancellations for their trip. Any changes for personal reasons are to be at the expense of the traveler, not the District. If the dates of your trip



change, you will need to expire your Pre-Approval and enter a new Pre-Approval with the correct dates (Chrome River has a “Duplicate” option that you may use).

CANCELLATIONS: If for any reason a traveler is unable to attend an event that has been registered for, paid for, or any reservation made, **the traveler** must cancel those registrations and reservations immediately. If it is determined that the traveler had adequate time/reason to cancel and did not, the traveler may be responsible for costs incurred.

PERSONAL TIME INCLUDED WITH DISTRICT TRAVEL: If the traveler will be using personal time on the front or back end of District Travel, a completed and fully approved vacation request form must be uploaded with the documents in the Pre-Approval.

WEEKEND CONFERENCE TIME: If the conference/convention/event you are traveling to attend requires weekend travel, your schedule at work should be adjusted to accommodate this need. COMP or OVERTIME is NOT acceptable.

TRAVEL TO STATES OUTSIDE OF CALIFORNIA: Per Education Code 35330, no student expenses shall be reimbursed using District funds for travel outside of the state of California.

STUDENT ROSTER REQUIREMENTS: The Student Roster must have the Student ID#, Student Name, Dollar Amount (if needed) and Signature Line. The roster must be approved by the President and sent to the Cashier’s Office by the Purchasing department. If a Waitlist is included, this must be on the same Student Roster form and finalized 24 hours in advance for corrections to be processed and monies to be disbursed. The Student Roster Form can be found on the Business Services site under travel forms. If student information is not available at the time the Pre-Approval is entered into the system, a completed student roster noting the max number of students and TBD for the names must be uploaded. Prior to the trip, an approved student roster with student information must be uploaded into Chrome River and the Requester must notify travel@avc.edu if meal money is required.

BOARD APPROVED TRAVEL REPORT: The Board Approved Travel Report for you Pre-Approval can be found in the Meetings section of BoardDocs, <https://go.boarddocs.com/ca/avc/Board.nsf/Public>. If you do not know the board meeting your Pre-Approval was approved during, you can search meetings using your Pre-Approval # (for Ex: 10000499557).

CONTACT US

Pre-Approval Report Questions: travel@avc.edu

Expense Report Questions: accounts_payable@avc.edu



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