

Please attach the following applicable documentation to the Pre Approval before submitting for processing. Any Pre Approval that does not have the proper documentation will be returned to the traveler, which could result in delayed processing and submission to the earliest Board meeting for approval.

District Travel Website: <https://www.avc.edu/purchasing-and-contracts/travel>

Student Roster

Upload a Student Roster if Students are Traveling – Please see the current Student Roster form on the District’s Travel Webpage for instructions on processing.

Conference/Event Agenda

Upload conference/event agenda information – If a detailed agenda is not available, please note this in the comments section of your PA and upload a document showing the dates and location. When a detailed agenda becomes available, the traveler will be responsible to make any necessary changes to their travel to ensure that the District’s Travel Policy is being followed.

Conference Registration

Upload Conference Registration documentation noting costs – if requesting check payment, please also upload the remit information for the check.

Quotes

Upload all quotes – Hotel, Airfare, Parking, etc. – to support requested amounts. If costs are being covered by another entity, please note this in the comments section of your PA and upload the quotes for insurance purposes.

Staff Development Funded Travel

Travel funded by staff development will require the Staff Development Proposal Determination Form and Staff Development Proposal Form uploaded to the Pre-Approval and Expense Report.

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 leave request must be uploaded with the documents in the Pre-Approval.

Please Note:

- Pre Approvals for International” and Student travel must be Board approved prior to taking the trip.
- Deadline for submission **and** approval of Pre Approvals for the Board Report is typically the 2nd Tuesday before the Board meeting. Please see the board deadlines for dates: <https://www.avc.edu/purchasing-and-contracts/board-deadlines>
- You must submit your expense request within 30 days of last day of travel
- The funding utilized for your travel may have additional requirements & processes; travelers will need to verify this with the responsible fund manager.
- To reserve a District Vehicle and/or Driver, please submit a Facilities Vehicle & Gas Card Request found on Campus Events & Transportation website: <https://www.avc.edu/facilities-services/campus-events-transportation>

A Pre-Approval must be completed and fully approved a minimum of 10 business days prior to the first day of travel in order for the District to issue a credit card (virtual card) and/or check; employee traveler may also need to plan for additional time to book their travel as well.