



EMPLOYEE TRAVEL POLICY AND PROCEDURES

Updated: 8/30/2022

District Travel Webpage: <https://www.avc.edu/administration/busserv/travel>

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District Travel Webpage: <https://www.avc.edu/administration/busserv/travel>

POLICY

Approved business-related travel expenditures are allowable. 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, Administrative Policy and State Legislature. All cost associated travel and out of District travel requires approval by the Board of Trustees. If travel occurs before Board approval, it will have to be ratified (Board approved after-the-fact) and could delay reimbursement. This does not alleviate pre-approval requirements from the division Dean/Director, supervising Vice President, Executive Director and Executive Director of Business Services. Traveling without pre-approval could result in personal liability, meaning there may be no reimbursement.

In circumstances that are emergency and/or sudden in which the Employee traveling does not have a Board approved Pre-Approval, under AP 7400, the President or his/her designated representative shall have the authority to approve transportation by District Employees when rendering services on behalf of the District. District Employees shall submit a Pre-Approval and Expense Report as soon as possible, which will be ratified by the Board for approval.

International Travel can NOT be ratified and must receive Board approval prior to travel taking place.

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; only an Expense Report is required to be submitted. A map of the District's "Service Area" can be found here: <https://www.avc.edu/aboutavc>

PROCEDURE

Employees traveling must complete the Chrome River training video and submit required documents prior to accessing the Chrome River system.

All travel (virtual and physical) requires an Executive Council Travel Checklist. The Executive Council Checklist can be found at: <https://www.avc.edu/administration/busserv/travel>

Once approval is given via an Executive Council Travel Checklist, it is the responsibility of the employee traveler or designee to complete a travel request, known as the Pre-Approval (PA), through the Chrome



River travel request system located on myAVC. The employee traveler must attach all required supporting documents into Chrome River as indicated in the Allowable Expenditures section of this document.

All travel will require an Expense Report to be submitted even if the traveler is not requesting reimbursement.

Requests for In-District Mileage ONLY do not require a Pre-Approval but do require an Expense Report to be submitted. In-District mileage must be submitted within five (5) days of the end of each month. One submission per semester is NOT acceptable.

PRE-APPROVALS

All travel and estimated expenses must be fully approved prior to travel being booked or incurring any expense. Each employee traveler must complete their own Pre-Approval in Chrome River or have their Pre-Approval completed by an assigned delegate.

A Pre-Approval must be completed and fully approved a minimum of 10 business days prior to the first day of travel in order to be processed and have a virtual card issued by the Purchasing Department. Requests fully approved less than 10 business days prior to the first day of travel will be the responsibility of the employee traveler to book and obtain reimbursement from the District or the employee traveler may contact their department Vice President to book the travel with their Vice President's District Travel card – be sure to select the appropriate Paid By type for your Pre Approval expense lines.

PROCESSING PRE-APPROVAL

1. Employee traveler or designee creates a New Pre-Approval in Chrome River (see the Chrome River Training Video and Pre-Approval Quick Reference Guide on the Travel webpage).
2. Employee traveler or designee refers to the District Travel Policy and Procedure when completing the Pre-Approval.
3. Employee traveler or designee attaches required documentation (see "Allowable Expenditures" section below and the Pre-Approval Documentation Check List on the Travel webpage) to the Pre-Approval as required. An agenda is required for all Pre-Approvals. If a detailed agenda is not available, please note this in the comments section of your Pre-Approval and upload a document showing the event name, dates and location of the travel. 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.
4. When employee traveler or designee requires hotel or flight expenses for their trip, they estimate 15 – 20% more than the quote to accommodate increased fees, taxes, resort fees, city fees, etc.



5. Employee traveler or designee submits the Pre-Approval and attached documentation for processing. Once fully approved, the funds will be encumbered, a virtual credit card (if requested) will be authorized, and the employee traveler may book travel.

EXPENSE REPORTS

Upon returning from a trip, the employee traveler 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. **All travel will require an Expense Report (formerly known as a Travel Reimbursement) to be submitted even if the traveler is not requesting reimbursement.**

Once an Expense Report has been fully approved and received by Accounts Payable, the report will be verified for completion, accurate documents, and budget checks. If the District owes the employee traveler reimbursement, a check will be processed. If the employee traveler owes the District, an invoice will be processed.

PROCESSING EXPENSE REPORTS

1. Employee Traveler or designee begins a New Expense Report in Chrome River. Choose to “Import Your Pre-Approval” – for all trips except in-District mileage. For in-District mileage complete the required fields and be sure to select “Yes” for the field indicating that the Expense Report is for In District Mileage Only.
2. Employee traveler or designee refers to the District Travel Policy and Procedure when completing the Expense Report.
3. Employee Traveler or designee refers to the section “Allowable Expenditures” when completing the Expense Report.
4. Employee Traveler or designee attaches required documentation (see “Allowable Expenditures” section below and the Expense Documentation Checklist) to the Expense Report as required.
5. Expense items paid by District Credit Card must be reconciled in the Expense Report by the employee traveler or designee dragging the credit card transaction from their eWallet to the line item. Note: If you do not see the credit card transaction in your eWallet please email accounts_payable@avc.edu.
6. Employee Traveler or designee submits the Expense Report and attached documentation for processing. Once fully approved, the reimbursement or invoice will be generated.

PAID BY TYPES

- **NO COST TO DISTRICT.**
This Paid By type is used to identify expense lines that have no cost to the District (see No-Cost to District Travel under Miscellaneous Travel Items).
- **DISTRICT CREDIT CARD.**



Can be selected for Pre-Approval and Expense Report. An employee traveler will select District Credit Card as the Paid By type in their Pre-Approval (PA) when payment will be made with a District Credit Card. A Virtual Credit Card will be issued to the employee traveler once the Pre-Approval is fully approved to book travel for the approved District Credit Card expenses. **Please note, that if the employee traveler is using an existing District Card (such as their VP's District card) they will need to notify travel@avc.edu not to issue a virtual card.** When an employee traveler completes their Expense Report, they will select this paid by type for expenses charged to a District credit card.

- **OUT OF POCKET (EMPLOYEE REIMBURSEMENT).**

Can be selected for Pre-Approval and Expense Reports to identify an expense that an employee traveler will pay out of pocket and request reimbursement for on their Expense Report.

- **DISTRICT CHECK.**

Can be selected for Pre- Approval and Expense Reports to identify an expense that the District pays by check. The Pre-Approval must include documentation which shows remit information for processing a check.

- **EMPLOYEE OWED TO DISTRICT.**

This Paid By type is not used for Pre-Approvals. It's used on the Expense Report to identify amounts owed to the District by the employee traveler.

- **DISTRICT CASH ADVANCE.**

This Paid By type is not used for Pre-Approvals. It's used on the Expense Report to identify any cash advance provided by the District.

ALLOWABLE EXPENDITURES

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

- **HOTEL.**

Hotel stays are allowable if the event is multiple days at a distance that would create work days longer than 10 hours including commute time or if the employee traveler will be traveling more than 10 hours in one day (for example, 2 hours' drive time each way with an 8.5 hour conference schedule would be 10.5 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 traveler may incur personal liability for the difference, depending on the circumstances surrounding the cost. If you are requesting a virtual Credit Card, **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 must be supported by the traveler's personal credit card.



Pre-Approval Supporting Documents: Hotel Quote

Expense Report Supporting Documents: Hotel Folio (Receipt)

- **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.

Pre-Approval Supporting Documents: None Required

Expense Report Supporting Documents: Hotel Folio (Receipt)

- **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. Should the employee book business class, first class and/or higher cost airport, the employee traveler will receive an invoice and be personally liable for the difference.

Pre-Approval Supporting Documents: Airfare Quote (such as website pricing)

Expense Report Supporting Documents: Receipt

- **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.

Pre-Approval Supporting Documents: None required

Expense Report Supporting Documents: Receipt

- **BAGGAGE FEES.**

Baggage fees for one checked bag 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.

Pre-Approval Supporting Documents: None required

Expense Report Supporting Documents: Receipt

- **TRANSPORTATION**

- **IN DISTRICT MILEAGE ONLY.**

In accordance with applicable collective bargaining agreements, mileage may be reimbursable for employees that have to travel between district sites. Employees may be reimbursed by filling out an Expense form in Chrome River. Mileage is 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 site; physical addresses must be used in Chrome River when calculating mileage. No Pre-Approval is required. Mileage requests will need to be submitted with a MapQuest/Google Map, available in Chrome River. In-District mileage must be submitted within five (5) days of the end of each month. One submittal per semester is NOT acceptable.

Pre-Approval Supporting Documents: Not Applicable

Expense Report Supporting Documents: None Required

- **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 site; physical addresses must be used in Chrome River when calculating mileage. Mileage is NOT to be calculated from an employee traveler’s residence. Mileage is to be calculated starting at the employees work location:

Lancaster Campus	Palmdale Center	Fox Field Site
3041 W Avenue K Lancaster, CA 93536	2301 E Palmdale Blvd Palmdale, CA 93550	4549 William Barnes Ave Lancaster, CA 93536

Employee travelers who choose not to carpool to the same location may not be reimbursed by the District, unless approved in advance by the employee travelers supervising Vice President or Executive Director/President if a Vice President position doesn’t exist. If an employee traveler drives to a conference/event in lieu of flying, when flying is less expensive and faster, the maximum amount reimbursed to the employee traveler will be the cost of the least expensive airfare to the location or mileage, whichever is lesser.

Pre-Approval Supporting Documents: None required

Expense Report Supporting Documents: None Required

○ **DISTRICT VEHICLES.**

The District has vehicles, such as vans and buses that can accommodate several people traveling to the same location. Employee traveler pick up for travel must be at an approved location – such as a District site. The District will not pick up an employee traveler at their home. 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>

Pre-Approval Supporting Documents: None required

Expense Report Supporting Documents: None Required

○ **SHUTTLE SERVICE.**

- To/From 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 Mileage and Airport parking if approved in advance on the Pre-Approval. Include a receipt on the Expense Report.

Please consider the Van Nuys Fly Away as an option.

<https://www.iflyvny.com/en/parking/parking-rates>

- For all other airports: Shuttle expenses are allowable if providing the lowest cost to the District and approved in advance on the Pre-Approval. Please use the most cost effective solution.
- **Individual/Private shuttles are NOT allowable.**



Pre-Approval Supporting Documents: Shuttle Quote (such as website pricing)

Expense Report Supporting Documents: Receipt

○ **TAXI/UBER/LYFT.**

- To/From 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 Mileage and Airport parking if approved in advance on the Pre-Approval.
- For Other Transportation Purposes: Costs are allowable if providing the lowest cost to the District and 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%.

Pre-Approval Supporting Documents: None required

Expense Report Supporting Documents: Receipt

○ **CAR RENTAL.**

The President’s approval is required for any rental prior to booking and travel; Traveler is responsible for requesting approval from the President via the Executive Council Checklist and uploading the document to their Pre-Approval. Car rental must be reserved with employee traveler’s personal credit card and will be reimbursed after the trip. THERE ARE NO EXCEPTIONS TO THIS RULE. Antelope Valley College has discounted rates with Enterprise Rental Car and an account code is needed to ensure the best rate is offered. Once a rental car has been approved by the President, the employee traveler will need to contact travel@avc.edu for the Enterprise Rental Car information. Additional insurance **MUST BE ACCEPTED** when renting a vehicle. The car rental company will require you to provide your credit card, valid Driver’s License and may also require current proof of insurance. Type of rental must demonstrate to be economical and least expensive available. Compact cars are to be utilized, except when there are three or more traveling; in these circumstances, a mid-size car is allowable.

- To/From 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 for Car Rental and Car Rental Fuel costs up to the cost of Mileage and Airport parking if approved in advance on the Pre-Approval.
- For Other Transportation Purposes: See above.

Pre-Approval Supporting Documents: Enterprise Rental Car Quote (ex. website pricing)

Expense Report Supporting Documents: Receipt

○ **CAR RENTAL FUEL.**

The District will reimburse fuel for rental cars to and from the travel site, hotel (if different from the travel site) and rental car location. If to Los Angeles Area Airports, the District will reimburse the employee traveler for Car Rental and Car Rental Fuel costs up to the



cost of Mileage and Airport parking if approved in advance on the Pre-Approval. Please use the most cost effective solution and include receipts with the Expense Report.

Pre-Approval Supporting Documents: None required

Expense Report Supporting Documents: Receipt

- **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. If the fees must be paid by District check, the remit address must be available in the attached documents.

Pre-Approval Supporting Documents: Document showing pricing

Expense Report Supporting Documents: Receipt

- **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. If the fees must be paid by District check, the remit address must be available in the attached documents.

Pre-Approval Supporting Documents: Document showing pricing

Expense Report Supporting Documents: Receipt

- **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. If the fees must be paid by District check, the remit address must be available in the attached documents.

Pre-Approval Supporting Documents: Document showing pricing

Expense Report Supporting Documents: Receipt

- **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. Travel days are reimbursed at a lesser rate. (Refer to GSA section below) The GSA rate is based on each individual city, it is not a flat rate. 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.

Pre-Approval Supporting Documents: Agenda

Expense Report Supporting Documents: Agenda

MISCELLANEOUS TRAVEL ITEMS

- **AB1887, TRAVEL PROHIBITION.**

In AB 1887, the California Legislature determined that "California must take action to avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people." (Gov. Code, § 11139.8, subd. (a)(5).) AB 1887 prohibits community college districts to travel to specific states. The Attorney General maintains a list of those states here: <https://oag.ca.gov/ab1887>. **It is the responsibility of the employee traveler to ensure that the state they are traveling to is not prohibited per AB 1887 prior to submitting the Executive Council Travel Checklist AND prior to going on their trip.**

- **PROCUREMENT & VIRTUAL CARD/STANDING PURCHASE ORDER AGREEMENT.**

This agreement is required prior to setting up Chrome River access and is signed by the employee traveler and appropriate administrator. A copy of the agreement must be on file with the District’s Purchasing and Contract’s Department. Employee travelers will only be required to complete a new agreement should the terms of the agreement be updated.

- **VIRTUAL CREDIT CARD.**

THIS IS A “LIVE” CREDIT CARD AND MUST BE SECURED. Virtual Credit Cards or “V-Cards” are issued to employee travelers to book and pay for travel when they have requested pre-approval expenditures to be paid by District Credit Card.

If the employee 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 employee 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 Chrome River e-wallet. Please contact accounts_payable@avc.edu for assistance.

- **PERSONAL TRAVEL POINTS.**

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

- **SUPERVISOR.**



Employee travelers will be asked to select their Supervisor(s). Please note that this is your Supervisor, not the Fund-Org-Program Manager (which may or may not be the same person). Please see the Chrome River Pre-Approval Quick Reference Guide on the Travel webpage for details on selecting the appropriate supervisor.

- **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 to their Pre-Approval and Expense Report for insurance purposes.

- **FUNDING.**

Employee travelers are required to select the Fund-Org-Program for their Pre-Approval or Expense, even if the trip is “No-Cost to District Travel.” The system will automatically route the Pre-Approval to the appropriate Fund Manager.

- **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 staff development will require the Staff Development Proposal Determination form uploaded to the Pre-Approval and Expense Report. The Pre-Approval will also be routed to the Human Resources department for verification and approval. When there are no department funds available, the traveler must ensure that the total amount of the trip on the Pre-Approval and Expense Report matches the approved amount on the Staff Development Proposal Determination Form; all additional amounts are the responsibility of the applicant. If there are hotel and airfare costs that will be the responsibility of the traveler to pay, the traveler must upload these documents to their Pre-Approval and Expense Report 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.

- **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 employee 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 an employee traveler is unable to attend an event that has been registered for, paid for, or any reservation made, the **employee traveler** must cancel those registrations and reservations immediately. If it is determined that the employee traveler had adequate time/reason to cancel and did not, the employee traveler may be personally liable for costs incurred.
- **PERSONAL TIME INCLUDED WITH DISTRICT TRAVEL.**
If the employee traveler will be using personal time on the front or back end of District Travel, a completed and fully approved vacation request must be uploaded with the documents in the Pre-Approval.
- **WEEKEND CONFERENCE TIME.**
If the conference/convention/event the employee traveler is attending requires weekend travel, your schedule at work should be adjusted to accommodate this need. COMP or OVERTIME is NOT acceptable.
- **TRAVEL AGENCY.**
The District does not allow, nor will the District provide reimbursement, for Travel Agency and related expenses.
- **FULL REIMBURSEMENT.**
If an employee traveler has received permission to travel via the Pre-Approval process and would like to fund the travel personally and be reimbursed by the District that is acceptable. All receipts must be uploaded into the Expense module which will correspond with the Pre-Approval.
- **BOARD APPROVED TRAVEL REPORT.**
The Board Approved Travel Report for your 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: 010000499557).

CONTACT US

Pre-Approval Report Questions: travel@avc.edu

Expense Report Questions: accounts_payable@avc.edu



Antelope Valley Community College District
3041 West Avenue K, Lancaster, CA 93536-5426 | 661.722.6300 | www.avc.edu

FAQ's

Q: What is a Travel Day?

A: A Travel Day is when the employee traveler travels to the conference/seminar but no scheduled events are taking place that day. For example, the conference/seminar starts Monday morning at 8:00 and you travel on Sunday to ensure you arrive on time. Sunday is then a travel day. If you travel on Monday morning and the conference/seminar begins Monday this is NOT considered a travel day.

Q: What is a credit card authorization form?

A: A credit card authorization form is requested by the employee traveler, from the hotel, so that the employee traveler may use the virtual MasterCard for payment of Room, Tax, Resort Fee and Parking (if parking is listed on the Pre-Approval). The form must be filled out and returned to the hotel. Then, the employee traveler must get verification from the hotel that they have received the credit card authorization form.

Q: Who needs a Pre-Approval/Expense and does the President need to approve it?

A: The President will approve the following Pre-Approvals:

- If it is a Mandatory Student Trip and the District is providing transportation out of District
- If there is a rental car
- If the travel is international
- If the travel is out of District and longer than 1 day
- If the travel occurs before board approval

The President does not need to approve the following Pre-Approvals:

- If the trip is one day
- If the trip is In-District
- If students are traveling on their own to a non-mandatory event

The President will approve the Expense portion:

- If a Rental Car is added after Pre-Approval
- If the expense being requested is more than 30 days after travel occurs

