



Please note:

- For more information go to: <https://www.avc.edu/purchasing-and-contracts/travel>
- The funding utilized for your travel may have additional requirements & processes; travelers will need to verify this with the responsible fund manager.
- Travel within the District's Service Area (In-District) that incurs no expense does NOT require a Pre Approval. A map of the District's "Service Area" can be found here: <https://www.avc.edu/aboutavc>
- Board Deadlines for Pre-Approvals: <https://www.avc.edu/purchasing-and-contracts/board-deadlines>