

EXECUTIVE COUNCIL TRAVEL CHECKLIST

REQUIRED TO BE UPLOADED TO EACH PRE-APPROVAL SUBMITTED

TRAVELER/TRIP INFORMATION

Traveler name: _____

Event Name: _____

Event Location: _____

Total Estimated Cost of Trip: _____ FOAP(s): _____

Travel Date(s): _____ Anticipated Board Approval Date: _____

CRITERIA

For criteria below, select the applicable box, complete noted section below, attach noted documentation, attach agenda/brochure, obtain approvals, and upload approved Executive Council Travel Checklist to your Pre-Approval with documentation.

- Is the travel in a prohibited state per AB 1887 (<https://oag.ca.gov/ab1887>)? **Complete Section I**
- Are students traveling? **Complete Section II**
- Is the cost more than \$2,500 per person? **Complete Section III**
- Are more than two persons from the department going to the same event? **Complete Section IV**
- Is the travel international? **Complete Section V**
- Is the traveler requesting a car rental? **Complete Section VI**

For criteria below, select the applicable box, attach agenda/brochure, obtain approvals, and upload approved Executive Council Travel Checklist to your Pre-Approval.

- Has the traveler attended 2 overnight, off site events/conferences/seminars this semester?
- Is the traveler an hourly or probationary employee?

If none of the criteria above are applicable, select the box below, obtain your Immediate Supervisor's Approval, and upload approved Executive Council Travel Checklist to your Pre-Approval.

- Not applicable to this travel

SECTION I - PROHIBITED STATE TRAVEL, AB1887 (for a list of states visit <https://oag.ca.gov/ab1887>):

- Please explain the reason for travel to this location (attach additional sheet as necessary).

- Attach a sheet with itemized costs of the trip. Please add additional documentation as needed.

SECTION II - STUDENT TRAVEL:

- Cost for each student: _____ No. of students traveling: _____
- Cost for each chaperone: _____ No. of chaperones required: _____

SECTION III - TOTAL COST IF ABOVE \$2,500:

- What is the total cost of the trip for one traveler? \$ _____
- Attach a sheet with itemized costs of the trip. Please add additional documentation as needed.

SECTION IV - MULTIPLE EMPLOYEES TRAVELING:

- How many will be traveling from the same department? _____
- Attach a roster of employee names.
- Is attendance required for more than one person or can information be brought back to the team?

- Please show documentation to support required/mandatory travel.

EXECUTIVE COUNCIL TRAVEL CHECKLIST (cont).

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SECTION V - INTERNATIONAL TRAVEL:

- Please explain the reason for travel to this location (attach additional sheet as necessary).

- Attach a sheet with itemized costs of the trip. Please add additional documentation as needed.

SECTION VI –CAR RENTAL:

- Please explain the reason for requesting a rental car and how it is the lowest cost option (attach additional sheet as necessary).

- Attach a sheet with itemized costs of the trip. Please add additional documentation as needed.

- Traveler is to contact purchasing for Enterprise Rental Car information per Travel Policy.

I certify that I have read and will follow all District Policies and Procedures when traveling on behalf of the District:

Traveler Signature _____ Date _____

APPROVAL (TO BE SUBMITTED THROUGH ADOBE SIGN):

Name	Signature	Date
Immediate Supervisor _____	_____	_____

APPROVALS (TO BE SUBMITTED THROUGH ADOBE SIGN):

Name	Signature	Date
Supervisor* _____	_____	_____
Manager* _____	_____	_____
Director* _____	_____	_____
Associate Dean* _____	_____	_____
Dean* _____	_____	_____
Exec. Director* _____	_____	_____
Vice President _____	_____	_____

*as applicable

Date: _____ President's Signature: _____

****Attach all required documentation, including Agenda/Brochure, before forwarding for Approvals****