

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/administration/busserv/travel>

Executive Council Checklist

Completed and approved Executive Council Travel Checklist with documentation.

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.

Please Note:

- Travel is not allowed to the states identified in the following link per the California Attorney General's Office (AB 1887). **The list in the link below is subject to change and must be verified by the traveler prior to the entry of their Pre-Approval AND Prior to the trip.**
<https://oag.ca.gov/ab1887>
- 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/administration/busserv/purchasingboarddeadlines>
- You must submit your expense request within 30 days of last day of travel
 - To reserve a District Vehicle and/or Driver, please contact Campus Events at Ext. 6269 or visit their webpage, <https://www.avc.edu/administration/facilities/fscampusevents>

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.