

CHROME RIVER TRAVEL FLOWCHART

Start **Estimates** Traveler obtains estimates for their travel* *See District Travel Policy for allowable expenses Pre Approval **Traveler** enters Pre Approval (PA) in Chrome River,* uploads required documents,** & submits for approval *See District Travel Policy & Pre Approval Quick Reference Guide **See Pre Approval Documentation Check List Review Approvers review and approve/return PA as applicable Travel Traveler makes & confirms travel arrangements, sends **Payment** District CC receipts as Once PA is fully approved, received to Purchasing will issue Virtual Credit accounts_payable@avc.edu, Card and Accounts Payable will issue then goes on trip check payments as applicable **Expense Report** Traveler enters their Expense Report in Chrome River, uploads required documents & submits for approval.* Expense Report is required to be entered no later than 30 days Review from the last day of travel even if traveler is not requesting Approvers review and reimbursement. approve/return Expense *See the Expense Documentation list on the Travel Webpage Report as applicable I **Final Processing** Finish Accounts Payable processes payments and reimbursements to Traveler as applicable 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

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- 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