CHROME RIVER TRAVEL FLOWCHART

Start

Estimates/Exec Council Checklist
Traveler obtains estimates for their travel, completes an Executive Council Travel Checklist, & submits as instructed for approvals*
*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

Payment
Once PA is fully approved, Purchasing will issue Virtual Credit Card and Accounts Payable will issue check payments as applicable

Travel
Traveler makes & confirms travel arrangements, then goes on trip

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 from the last day of travel even if traveler is not requesting reimbursement.
*See the Expense Documentation list on the Travel Webpage

Review
Approvers review and approve/return Expense Report as applicable

Final Processing
Accounts Payable processes payments and reimbursements to Traveler as applicable

Finish

Please note:
- *For more information go to: https://www.avc.edu/administration/busserv/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 or Executive Council Checklist. 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/administration/busserv/travel#board*

Updated: 8/15/2022