

Guide Updates for 08/10/2021 Release

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Travel Day Information Updated	7	Meals



POLICY

Approved business-related travel expenditures are allowable. The purpose of this policy is to cover what is an allowable expenditure in these circumstances.

Travel requests must be allowable under Education Code, Government Code, the Budget and Accounting Manual (BAM), Board Policy, and Administrative Policy. All cost associated travel and out of District travel requires approval by the Board of Trustees. If travel occurs before Board approval, it will have to be ratified (Board approved after-the-fact) and could delay reimbursement. This does not alleviate pre-approval requirements from the division Dean/Director, supervising Vice President, Executive Director and Executive Director of Business Services. Traveling without pre-approval could result in personal liability, meaning there may be no reimbursement.

In circumstances that are emergency and/or sudden in which Employee does not have a Board approved Pre-Approval, under AP 7400, the President or his/her designated representative shall have the authority to approve transportation by District Employees when rendering services on behalf of the District. District Employees shall submit a Pre-Approval and Expense Report, which will be ratified by the Board for approval.

AP & BP 7400

Reference: *Education Code Section 87032; Government Code 11139.8*

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>

PROCEDURE

All travel requires an Executive Council Travel Checklist. If the travel meets one or more of the following criteria, the Executive Council Travel Checklist must be approved through the Antelope Valley College Executive Council:

- ☐ Students traveling
- ☐ More than two persons from the department going to the same event
- ☐ Cost more than \$2,500 per person
- ☐ Traveler has attended 2 overnight, off site events/conferences/seminars this semester
- ☐ Traveler is a probationary or hourly employee
- ☐ Travel is international or in an excluded state (AB 1887)

If the travel is not applicable to the above mentioned criteria, it must be approved by the traveler's supervisor.

The Executive Council Checklist can be found at:



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<https://www.avc.edu/administration/busserv/chrome-river>

Once approval is given, via Executive Council or traveler's supervisor, please complete the travel request procedure through Chrome River and upload your approved checklist.

All travel must be completed through the on line travel request system, Chrome River. Chrome River is accessible through MyAVC. Employees must complete training from Chrome River prior to accessing the link.

Antelope Valley College will no longer be utilizing a travel agency.

It is the responsibility of the employee traveler to complete all steps of the travel Pre-Approval (formerly known as a Trip Request). This includes payment of registration, air travel, hotel (including occupancy tax waiver and credit card authorization forms), and registration fees.

A Pre-Approval (formerly known as Trip Request) must be filled out, submitted, and fully approved.

When applicable, a Virtual Credit Card will be issued, once the Pre-Approval is fully approved and a Virtual Card Agreement is signed by the employee traveler.

All travel will require an Expense Report (formerly known as a Travel Reimbursement) to be submitted even if the traveler is not requesting reimbursement.

Requests for In-District Mileage ONLY do not require a Pre-Approval but do require an Expense Report be submitted. In-District mileage must be submitted within five (5) days of the end of each month. One submission per semester is NOT acceptable.

PROCESSING PRE-APPROVALS

All travel and estimated expenses must be fully approved prior to travel being booked or incurring any expense.

Each employee traveler must complete their own Pre-Approval in Chrome River or have their Pre-Approval completed by an assigned delegate.

All required travel documentation must be completed and fully approved by the Business Services Department a minimum of 10 business days prior to the first day of travel to be processed and a virtual card to be issued. Requests fully approved less than 10 business days prior to the first day of travel will be the responsibility of the employee traveler to book and obtain reimbursement from the District. Or the employee traveler may contact their department Vice President to book the travel with a District Travel card.

PRE-APPROVAL

1. Begin a New Pre-Approval in Chrome River. (See note in Processing Pre-Approvals regarding the required time-frame).
2. Refer to the section "Allowable Expenditures" when completing your Pre-Approval.



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3. Attach required documentation (Executive Council Travel Checklist, Conference/Event information, Occupancy Tax Waiver form, Flight Information, Hotel Information, etc.) to the Pre-Approval as requested.
4. When booking hotel, or flight please estimate 15 – 20% more than the quote to accommodate increased fees, taxes, resort fees, city fees, etc.
5. Submit the Pre-Approval and attached documentation for processing. Once fully approved, the funds will be encumbered, a virtual credit card (if applicable) will be authorized and the employee traveler may book travel (a virtual credit card agreement must be on file with the Purchasing Department prior to issuance).

PROCESSING EXPENSE REPORTS

Upon returning from a trip, the employee traveler must complete the Expense Report through Chrome River for clearance of an encumbrance and reimbursement purposes. The Expense Report must be completed no later than thirty (30) days from the last day of travel. **All travel will require an Expense Report (formerly known as a Travel Reimbursement) to be submitted even if the traveler is not requesting reimbursement.**

Once an Expense Report has been fully approved and received by Business Services, the report will be verified for completion, accurate documents, and budget checks. If the District owes the traveler reimbursement, a check will be processed. If the traveler owes the District, an invoice will be processed.

EXPENSE REPORTS

1. Begin a New Expense Report in Chrome River. Choose to “Import Your Pre-Approval” – for all trips except in-District mileage. For in-District mileage choose Title of Event and put in Mileage – Your Name.
2. Refer to the section “Allowable Expenditures” when completing your Expense Report.
3. Attach required documentation (Board Approved Travel Report, Receipts, Conference/Event Agenda, etc.) to the Expense Report as requested.
4. Expense items paid by District Credit Card must be reconciled in the Expense Report by dragging the credit card transaction from your eWallet to the line item. Note: If you do not see the credit card transaction in your eWallet please email travel@avc.edu.
5. Submit the Expense Report and attached documentation for processing. Once fully approved, the reimbursement or invoice will be generated.

ALLOWABLE EXPENDITURES

It is the responsibility of each employee to be a good steward of taxpayer dollars.



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- **HOTEL.** Hotel stays are allowable if the event is multiple days at a distance that would create work days longer than 12 hours including commute time or if the employee traveler will be traveling more than 12 hours in one day (for example, 2 hours' drive time each way with an 8.5 hour conference schedule would be 12.5 hours of traveling).
Premium accommodations should be avoided because the District will only reimburse reasonable accommodations. The Antelope Valley Community College District utilizes GSA (General Services Administration) per diem rates. If an expense is found to be premium, the employee traveler may incur personal liability for the difference, depending on the circumstances surrounding the cost. Once you have booked the hotel, you will need to obtain a credit card authorization form from the hotel to allow payment with the virtual credit card you are issued. Room, Tax, Resort Fee and Parking (if on the pre-approval) are the only allowable items. Incidentals must be supported by the traveler's personal credit card.
- **HOTEL PARKING.** Overnight parking at a hotel is allowable if approved in advance on the Pre-Approval. Please use the most cost effective solution and include a receipt with the Expense Report.
- **AIRFARE.** Airfare is allowable for economy class. If business class or first class rates are used, the District will only pay for the economy class rate. Please upload with your Pre-Approval, documents that show the airfare quote or screen shot. With your Expense Report, please upload the receipt printed after booking the travel with the virtual credit card. Should there be a difference that signifies business class or first class, the employee traveler will receive an invoice and be personally liable for the difference.
- **AIRPORT PARKING.** Airport Parking is allowable if approved in advance on the Pre-Approval. Please use the most cost effective solution and include a receipt with the Expense Report (Valet parking is NOT allowable).
- **BAGGAGE FEES.** Baggage fees are allowable if approved in advance on the Pre-Approval. Please use the most cost effective solution and include a receipt with the Expense Report.
- **TAXI/UBER/LYFT.** Costs are allowable if approved in advance on the Pre-Approval. Service to restaurants, shopping, sight-seeing, etc. is not covered. Please use the most cost effective solution and include a receipt on the Expense Form. The maximum tip reimbursement is 20%.
- **SHUTTLE SERVICE.**
 - To Los Angeles area airports: Contact Campus Events, ext. 6562, for transportation to the airport. If Campus Events is unable to provide transportation to the airport, the District will reimburse the employee traveler up to the cost of super shuttle if approved in



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advance on the Pre-Approval. Include a receipt on the Expense Report. (Individual/Private shuttles are not allowable).

- For all other airports: Shuttle expenses are allowable if approved in advance on the Pre-Approval. Please use the most cost effective solution and include a receipt with the Expense Report. (Individual/Private shuttles are not allowable).
 - Please consider the Van Nuys Fly Away as an option.
<https://www.iflyvny.com/en/parking/parking-rates>
- **DISTRICT VEHICLES:** The District has vehicles, such as vans and buses that can accommodate several people traveling to the same location. Employee traveler pick up for travel must be at an approved location – either Lancaster Main Campus or Palmdale Campus. The District will not pick up an employee traveler at their home. Please be sure to contact the Campus Events Office to schedule the use of a vehicle. Note: Campus Events does require Requester to submit his/her fully-approved Pre-Approval form in order to begin making reservations. For more information, please contact Campus Events at Ext. 6296 or see webpage: <https://www.avc.edu/administration/facilities/fscampusevents>
 - **CAR RENTAL. The President's approval is required for any rental prior to travel.** Car rental must be reserved with personal credit card and will be reimbursed after the trip. THERE ARE NO EXCEPTIONS TO THIS RULE. The car rental company will require you to provide the credit card reserved with, valid Driver's License and may require current proof of insurance. Type of rental must demonstrate to be economical and least expensive available. Compact cars are preferred, except when there are three or more traveling. In these circumstances, a mid-size car is allowable. Antelope Valley College has an account with Enterprise Rental and an account code is needed to ensure the best rate is offered. Once a rental car has been approved by the President, the account code will be released to the employee traveler. The District account includes additional coverage and so there is NO NEED TO ACCEPT ADDITIONAL INSURANCE WHEN RENTING A VEHICLE. This is only valid at Enterprise or National outlets. If, because of circumstances, the employee traveler must use a different rental car company, additional insurance MUST BE ACCEPTED when renting a vehicle.
 - **GAS.** The District will reimburse gas for rental cars to and from the travel site, hotel (if different from the travel site) and rental car location. Please use the most effective solution and include receipts with the Expense Report.
 - **CONFERENCE FEES.** On the Pre-Approval, please be specific regarding the need for conference payment. If payment needs to be made immediately, please attach conference registration information to the Pre-Approval so that necessary details may be seen and fees paid as necessary. If the fees must be paid by District check, the remit address must be available in the attached documents.



- **COURSE AND WORKSHOP FEES.** On the Pre-Approval, please be specific regarding the need for course or workshop fees. Attach your registration information to the Pre-Approval and submit for approval. If payment needs to be made immediately, please attach appropriate information to the Pre-Approval so that necessary details may be seen and fees paid as necessary. If the fees must be paid by District check, the remit address must be available in the attached documents.
- **TOURNAMENT FEES.** On the Pre-Approval, please be specific regarding the need for tournament fees. Attach your tournament registration information to the Pre-Approval and submit for approval. If payment needs to be made immediately, please attach appropriate information to the Pre-Approval so that necessary details may be seen and fees paid. If the fees must be paid by District check, the remit address must be available in the attached documents.
- **REFEREE COSTS.** Please submit a request through Arbiter referee fees.
- **MEALS.** Meals are reimbursed at the GSA per diem rate, which is inclusive of tips. Travel days are reimbursed at a lesser rate. (Refer to GSA section below) The GSA rate is based on each individual city, it is not a flat rate. A conference/event agenda must be attached to the Expense Form. Meals will not be reimbursed if provided by the conference or hotel. The current reimbursable meal times are as follows:
 - Breakfast: Travel between 2:00 a.m. and 9:00 a.m.
 - Lunch: Travel between 11:00 a.m. and 2:00 p.m.
 - Dinner: Travel between 4:00 p.m. and 9:00 p.m.

If you are traveling the day prior to the conference/convention/event, you will need to check “travel day” on the Pre-Approval. If you are traveling and attending conference events (i.e. a one-day event) do NOT check “travel day” on the per diem form in the Pre-Approval.

If you are working and traveling to attend a conference, you will need to check “travel day” unless you are also attending conference events.

If the conference/convention/event is taking place “In District”, per diem is not allowable
- **MILEAGE.** Mileage will be reimbursed at the current IRS mileage rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates> Mileage is to be calculated from one work site to another. Mileage is NOT to be calculated from an employee traveler’s residence. Mileage is to be calculated starting at the employees work location:

Lancaster Campus	Palmdale Center	Fox Field Site
3041 W Avenue K Lancaster, CA 93536	2301 E Palmdale Blvd Palmdale, CA 93550	4549 William Barnes Ave Lancaster, CA 93536

Employees who choose not to carpool to the same location may not be reimbursed by the District, unless approved in advance by the employee travelers supervising Vice President or Executive Director. If an employee traveler drives to a conference/event in lieu of flying, when



flying is less expensive and faster, the maximum amount reimbursed to the employee traveler will be the cost of the least expensive airfare to the location or mileage, whichever is lesser.

- **MILEAGE ONLY.** In accordance with applicable collective bargaining agreements, mileage may be reimbursable for employees that have to travel between district sites. Employees may be reimbursed by filling out an Expense form in Chrome River. No Pre-Approval is required. Mileage requests will need to be submitted with a MapQuest/Google Map, available in Chrome River. In-District mileage must be submitted within five (5) days of the end of each month. One submittal per semester is NOT acceptable.

MISCELLANEOUS TRAVEL ITEMS

VIRTUAL CREDIT CARD: THIS IS A “LIVE” CREDIT CARD AND MUST BE SECURED. Virtual Credit Cards or “V-Cards” will require a signed agreement prior to issuance. The agreement will be sent to the employee traveler for signature and approved by the appropriate administrator. The V-Card will then be issued to employee travelers to book and pay for travel when they have requested pre-approval expenditures to be paid by District Credit Card.

If the employee traveler has credit card payments needing to be made in person or when a credit card needs to be presented to a vendor (hotel, car rental, etc.), the employee traveler is to contact the vendor in advance to confirm any special requirements (cc authorization form, etc.) If you have any issues, contact travel@avc.edu.

****We do NOT recommend any person travel without their personal credit card. You will need to provide your personal credit card for incidentals and may also need it in the event of a vendor processing error.**** Expenditures on the Expense report paid by the virtual credit card must be linked to the credit card transactions from the Chrome River e-wallet.

FUNDING: When selecting the Fund-Org-Program on your Pre-Approval or Expense, you will also be asked to select your Supervisor. Please note that this is your direct Supervisor, not the Fund-Org-Program Supervisor (which may or may not be the same person). You will need to identify your direct Supervisor for each Fund-Org-Program you input.

NO-COST TO DISTRICT TRAVEL: If the District will not incur any travel expenses, the employee traveler will still need to enter a pre-approval and provide a Fund-Org-Program in the event of incidentals. The “Paid By” type for each identified expenditure will be “No Cost to District.”

Chrome River requires the employee travelers Expense types to be entered on the Pre-Approval; if there are no identified expenditures, the employee traveler needs to add the Expense Type “Miscellaneous/Other” with a \$1 and Paid By of “No Cost to District”. If the trip includes a hotel stay and airfare, the traveler must upload these documents for insurance purposes.



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AUXILIARY FUNDING: If your travel is being funded by auxiliary funds, please contact accounting so that a FOAP may be set up to support your travel needs.

STAFF DEVELOPMENT: Travel funded by staff development will not require any additional paperwork. Instead, the Pre-Approval will be routed to the Human Resources department for verification and approval.

GSA: General Services Administration (GSA) establishes the per diem rates for the lower 48 Continental United States (CONUS). Antelope Valley Community College District utilizes GSA for both lodging and meals. The per diem is determined based on the city and state to which you will be traveling. The per diem rate automatically populates in the Chrome River travel program. When determining your total hotel costs, while inputting the Pre-Approval, please include taxes and fees as these are NOT included in the GSA rate.

Questions about GSA? Here is a link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem>

TRAVEL CHANGES: The employee traveler is responsible for all changes/cancellations for their trip. Any changes for personal reasons are to be at the expense of the traveler, not the District.

If the dates of your trip change, you will need to expire your Pre-Approval and enter a new Pre-Approval with the correct dates (Chrome River has a “Duplicate” option that you may use).

CANCELLATIONS: If for any reason an employee traveler is unable to attend an event that has been registered for, paid for, or any reservation made, the **employee traveler** must cancel those registrations and reservations immediately. If it is determined that the employee traveler had adequate time/reason to cancel and did not, the employee traveler may be personally liable for costs incurred.

PERSONAL TIME INCLUDED WITH DISTRICT TRAVEL: If the employee traveler will be using personal time on the front or back end of District Travel, a completed and fully approved vacation request must be uploaded with the documents in the Pre-Approval.

WEEKEND CONFERENCE TIME: If the conference/convention/event the employee traveler is attending requires weekend travel, your schedule at work should be adjusted to accommodate this need. COMP or OVERTIME is NOT acceptable.

CALIFORNIA TRAVEL PROHIBITION: AB 1887 took effect in June 26, 2015. Please refer to the following website for all states that are affected by this assembly bill.

<https://oag.ca.gov/ab1887>



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FULL REIMBURSEMENT: If an employee traveler has received permission to travel via the Pre-Approval process and would like to fund the travel personally and be reimbursed by the District that is acceptable. All receipts must be uploaded into the Expense module which will correspond with the Pre-Approval.

BOARD APPROVED TRAVEL REPORT: The Board Approved Travel Report for you Pre-Approval can be found in the Meetings section of BoardDocs, <https://go.boarddocs.com/ca/avc/Board.nsf/Public>. If you do not know the board meeting your Pre-Approval was approved during, you can search meetings using your Pre-Approval # (for Ex: 10000499557).

CONTACT US

Pre-Approval Report Questions: travel@avc.edu

Expense Report Questions: accounts_payable@avc.edu

FAQ's

Q: What is a Travel Day?

A: A Travel Day is when the employee traveler travels to the conference/seminar but no scheduled events are taking place that day. For example, the conference/seminar starts Monday morning at 8:00 and you travel on Sunday to ensure you arrive on time. Sunday is then a travel day. If you travel on Monday morning and the conference/seminar begins Monday this is NOT considered a travel day.

Q: What is a credit card authorization form?

A: A credit card authorization form is requested by the employee traveler, from the hotel, so that the employee traveler may use the virtual MasterCard for payment of Room, Tax, Resort Fee and Parking (if parking is listed on the Pre Approval). The form must be filled out and returned to the hotel. Then, the employee traveler must get verification from the hotel that they have received the credit card authorization form.

Q: Who needs a Pre Approval/Expense and does the President need to approve it?

A: The President will approve the following Pre Approvals:

- If it is a Mandatory Student Trip and the District is providing transportation out of District
- If there is a rental car
- If restricted travel states are included (AB 1887)
- If the travel is international
- If the travel is out of District and longer than 1 day



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The President does not need to approve the following Pre Approvals:

- If the trip is one day
- If the trip is In-District
- If students are traveling on their own to a non-mandatory event

The President will approve the Expense portion:

- If a Rental Car is added after Pre Approval
- If the request did not go to the Board of Trustees prior to travel
- If the expense being requested is more than 30 days after travel occurs

