EMPLOYEE TRAVEL POLICY AND PROCEDURES

Updated: 10/1/2025

District Travel Webpage: www.avc.edu/purchasing-and-contracts/travel

Guide Updates for 10/1/2025 Release

Section	Page	Description of Update
Definitions	6	New section
Assistance	6	Replaces and expands upon the "Contact Us" section in previous manual
Policy Overview	7	Replaces and expands upon the "Policy" section in previous manual
Procedure Overview	10	Replaces and expands upon all or part of the following sections in the previous manual: Procedure, Pre-Approvals, Expense Reports, and Miscellaneous Travel Items
Allowable Expenditures	11	Replaces and expands upon the "Allowable Expenditures" section in the previous manual
First Time Emburse Enterprise Users	18	New section
Selections Available Within the "Paid By" Field	18	Replaces and expand upon the "Paid By Types" section in the previous manual
Pre-Approvals	20	New Section
Expense Reports	29	New Section
Miscellaneous Travel Items	41	Replaces the "Miscellaneous Travel Items" section in the previous manual. Most of the items in this section of the previous manual were relocated into more applicable sections in the new manual.
Exhibit A – Travel Flowchart	43	New Exhibit
Exhibit B – FAQ	44	Replaces and expands upon the "FAQ's" section in the previous manual.
Exhibit C – District's Service Area	46	New Exhibit

Table of Contents

The purpose of this manual is to summarize allowable District business related travel expenditures for employees, and to provide instructions to guide you through the travel management process, from the request (Pre-Approval) through reimbursement (Expense Report). Please read the information in the order it is presented within this manual to avoid disruption to travel or delays in reimbursement.

DEFINITIONS

Emburse Enterprise (fka Chrome River): Emburse Enterprise (fka Chrome River) is the web-based system the District uses to submit travel forms. Emburse Enterprise can be accessed through myAVC.

Pre-Approval: The Pre-Approval is the travel form Employees submit electronically through the Emburse Enterprise system to request travel prior to a trip. A Pre-Approval is required for all travel <u>except</u> in-District mileage only reimbursements; In-District mileage only reimbursements only require an Expense Report.

Expense Report: The Expense Report is the travel form Employees submit electronically through the Emburse Enterprise system upon return from a trip. The only instance in which an Expense Report is not needed is when there are no costs incurred on a trip. In these instances, Employee will need to contact accounts_payable@avc.edu to request to expire the Pre-Approval to release any funds.

Traveler: District employee traveling on behalf of the District. Short Term Hourly employees are not permitted to travel for professional development purposes due to the temporary and project-based nature of their roles.

Delegate: District employee submitting travel forms and/or booking travel on behalf of the Traveler.

Employee: Traveler or Delegate depending on context.

ASSISTANCE

We're here to help and this manual is your best starting point. If you need additional assistance, the following options are available:

District Working Sessions
Working Sessions are held in a computer lab with Purchasing and Fiscal Services Staff available to answer questions and assist in submitting requests. Please visit the following link for complete details and scheduled dates: www.avc.edu/purchasing-and-contracts/training

Emburse Enterprise User Guides
Within the Emburse Enterprise System, Employees may access User Guides that provide a walkthrough of different processes. To access the User Guides, click **?** in the upper left hand corner of the Emburse Enterprise Screen and select User Guides.
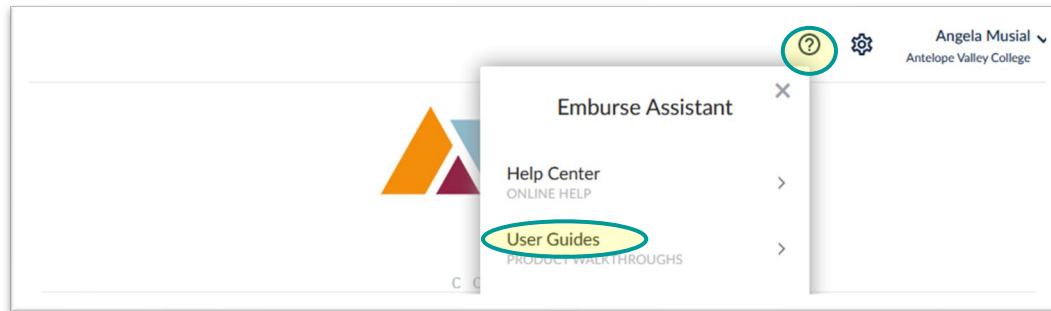
Travel Website
Additional resources can also be found on the District's Travel Page:
https://www.avc.edu/purchasing-and-contracts/travel

Contact Us
Pre-Approval Report Questions: travel@avc.edutra, 661-722-6310
Expense Report Questions: accounts_payable@avc.edu, 661-722-6309

POLICY OVERVIEW

General
District business related travel for Antelope Valley Community College District is governed by the State's Legislature, Education Code 87032, Government Code 11139.8, the Chancellor's Budget and Accounting Manual (BAM), and the District's governing Board Policy (BP) and Administrative Procedure (AP): BP/AP 4300, AP 6530, AP 7160, and BP/AP 7400.

Any related travel expense resulting in an Employee's advancement in education, <u>MUST</u> follow Staff Development process and procedures. This includes Continuing Education (CE's), courses to renew a personal certificate or license, or any other personal benefit. It is the responsibility of the employee/traveler to understand and comply with these requirements. The District's Purchasing and Financial & Fiscal Services departments are not responsible for verifying allowability of these types of expenses. If it is later determined that proper procedures were not followed, the employee will be responsible for reimbursing the district for any related expenses. Such expenses are considered a gift of public funds.
Approval by the Board of Trustees is required for:
1. All out of District travel, whether or not costs are incurred
2. In District travel which incurs costs other than or in addition to mileage reimbursement.

Travel occurring before Board approval still requires prior approval from the division Director, Dean or Executive Director, and Vice President or President as applicable. The trip must be ratified (approved after-the-fact) by the Board before reimbursement to the Traveler will be made. Traveling without prior approval could result in personal liability, meaning there may be no reimbursement for the Traveler. Therefore, it is in the Traveler's best interest to obtain Board approval prior to traveling. The Traveler

should initiate the process a minimum of three weeks prior to the deadline for submitting requests to the Board. Detailed instructions are contained within this document.

When to Use Emburse Enterprise

The table below identifies when the request is to be entered into Emburse Enterprise versus when a Purchase Requisition in Banner is needed:

| | **Accounts Code and Required Form(s)** | | | |
| | **5200**
(Physical Travel) | **5200**
(Physical Travel) | **5240**
(Virtual Training) | **5100**
(Contracted Services) |
Scenario	**Emburse Enterprise Pre-Approval**	**Emburse Enterprise Expense Report**	**Banner Requisition**	**Banner Requisition & Contract**
Employee traveling outside the District Service Area (Exhibit C).	✅ Yes	✅ Yes	❌ No	❌ No
Employee traveling within District Service Area (Exhibit C) with no travel expenses.	❌ No	❌ No	❌ No	❌ No
Employee traveling within the District Service Area (Exhibit C) with only Mileage Reimbursement.	❌ No	✅ Yes	❌ No	❌ No
Employee traveling within the District Service Area (Exhibit C) with travel expenses in addition, to or other than, Mileage Reimbursement.	✅ Yes	✅ Yes	❌ No	❌ No
Employee attending virtual training or webinar (only cost is registration).	❌ No	❌ No	✅ Yes	❌ No
Vendor/trainer hired to provide training to employees or students	❓ Maybe (see Contracted Training below)	❓ Maybe (see Contracted Training below)	❌ No	✅ Yes

NOTE: All employees must obtain prior approval from their supervisor before undertaking any work-related travel, <u>even when a Pre-Approval form is not required</u>. Supervisor approval ensures alignment with departmental priorities and operational coverage, confirms the allowability of travel expenses and budget, and helps maintain safe and effective use of District resources. Employees are expected to follow all applicable safety guidelines, District policies, and legal requirements while traveling. Unauthorized travel may result in denial of reimbursement and/or administrative action.

In-District Travel

Travel within the District's Service Area (In-District) that incurs mileage expenses <u>only</u> does NOT require a Pre-Approval; only an Expense Report is required to be submitted. A map of the District's "Service Area" can be found in Exhibit C of this document.

If in District travel incurs costs other than or in addition to mileage reimbursement, a Pre-Approval and Expense Report is required.

Virtual Travel

All Virtual Travel (webinars, trainings, etc.) is to be entered as a Requisition in the Banner system using account code 5240. A Pre-Approval and/or Expense Report is NOT needed.

Contracted Training

All training specifically contracted for the District requires a Contract and Banner Requisition using account code 5100. Contracts must follow the Districts contract process found at: https://www.avc.edu/purchasing-and-contracts/contract-services. If the training will take place outside of the District service area, a Pre-Approval & Expense Report may also be required. Please reach out to travel@avc.edu in these cases to confirm.

International Travel

International Travel CANNOT be ratified and must receive Board approval PRIOR to travel taking place.
All foreign receipts require a U.S. cash conversion (such as a bank statement). A Pre-Approval and Expense Report is required.

Student Travel

Student Travel requires Board approval prior to travel taking place. **Please see the Student Travel Policy and Procedure manual for details on processing student travel requests.**

No-Cost To District Travel

If the District will not incur any travel expenses for out of District travel, the Employee will still need to enter a Pre-Approval and provide a Fund-Org-Program in the event of incidentals. The Employee should select the Expense Type "Miscellaneous/Other" with a $1 and the "No Cost to District" in the Paid By field of the Expense Report. If there are hotel and airfare costs covered by a third party, the Employee must upload these documents to the Pre-Approval and Expense Report for liability/insurance purposes. Include details in the comments section of the Pre-Approval as necessary.

Emergency or Sudden Travel

In circumstances that are emergency and/or sudden in which the Traveler 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 Employee when rendering services on behalf of the District. Traveler or Delegate shall submit a Pre-Approval and Expense Report as soon as possible, which will be ratified by the Board for approval.

Travel Agency

The District does not allow, nor will the District provide reimbursement for, Travel Agency and related expenses.

Agreements

Any travel expenditure that requires an agreement (charter bus, hotel booking, etc.) must follow the Districts contract process found at: https://www.avc.edu/purchasing-and-contracts/contract-services. This is to ensure that contracts are reviewed and approved prior to the submittal of a Pre-Approval. **Only the Superintendent/President is authorized to sign agreements (including quotes or order forms) on behalf of the District.**

PROCEDURE OVERVIEW

All travel and estimated expenses should be fully approved prior to travel being booked or incurring any expense. **It is the responsibility of the Traveler and/or assigned delegate to ensure approval of requests.** Pre-Approvals may be completed by an assigned Delegate. There should be one Pre-Approval in Emburse Enterprise for each Traveler when traveling in a group. However, one Pre-Approval may be allowable if there is no reimbursement to Travelers – please reach out to travel@avc.edu for details.

Outline of Procedure

The Emburse Enterprise Travel Flowchart (Exhibit A) provides a snapshot of the District's Travel Procedure. Below is an outline of this procedure. Step-by-step instructions for creating a Pre-Approval and Expense Report can be found in the Pre-Approvals and Expense Reports section of this document.

1. Employee gathers supporting documentation for the purpose and estimated costs of travel.
2. Submit a travel request, known as the Pre-Approval (PA), through Emburse Enterprise, which can be accessed through myAVC.
3. Employee waits to receive notification of approval; if a virtual credit card is issued, the card will become active 1-2 business days after the Pre-Approval has become <u>fully</u> approved, so Traveler or Delegate can make travel arrangements.

NOTE: Regardless of a Pre-Approval's approval status, the Employee will only be reimbursed for allowable expenditures and lowest cost to the District per the District's Travel Policy and Procedures.

4. Employee is responsible for making the travel arrangements. Accounts Payable will issue check payments as requested, so long as a minimum of 10 business days is provided from the date the Pre-Approval is fully approved.
5. Upon returning from a trip, Employee gathers receipts and complete the Expense Report no later than thirty (30) days from the last day of travel. An Expense Report is required even if a reimbursement is not needed and is necessary to close out the trip within Emburse Enterprise.
An Expense Report is also required for in-District mileage only reimbursements, **even though a Emburse Enterprise Pre-Approval is not needed**. In-District mileage must be submitted within five (5) days of the end of each month. One submission per semester is NOT acceptable.
The only instance in which an Expense Report is not needed is when there are no costs incurred on a trip. In these instances, Employees will need to contact accounts_payable@avc.edu to request to expire the Pre-Approval to release any funds.

NOTE: Expense Reports for travel in June must be submitted by the End of Year (EOY) deadlines located on the Purchasing Departments Website, https://www.avc.edu/purchasing-and-contracts.

6. Traveler monitors their email for additional instructions from Accounts Payable (AP). AP will verify budget availability and review Traveler's documents for accuracy and completeness.
7. Traveler checks District mailbox 14 days after the Expense Report has been fully approved for either a reimbursement check or an invoice for monies owed to the District.

Funding

Employee is required to select the Fund-Org-Program for the Pre-Approval, even if the trip is "No-Cost to District Travel." The system will automatically route the Pre-Approval to the appropriate Fund Manager.

Travel Paid From Auxiliary Funds

If travel is funded by Auxiliary funds, please contact the department's Fiscal Services Representative to transfer funds to the District FOAP prior to submitting the Pre-Approval.

Travel Paid From District Professional/Staff Development Funds (AP 7160)

Travel funded by Staff development will require the Traveler to follow the process outlined in AP 7160. Traveler must include the Staff Development Proposal Determination form uploaded to the Pre-Approval and Expense Report. The Pre-Approval will be routed to the People, Culture and Talent (or applicable) department for verification and approval. When there are no department funds available, the Traveler or Delegate must ensure that the total amount of the trip on the Pre-Approval and Expense Report matches the approved amount on the Staff Development Proposal Determination Form; all additional amounts are the responsibility of the applicant. If there are hotel and airfare costs that will be the responsibility of the Traveler to pay, the Traveler or Delegate must upload these documents to the Pre-Approval and Expense Report for insurance purposes.

Any related travel expense resulting in an Employee's advancement in education, MUST follow Staff Development process and procedures. This includes Continuing Education (CE's), courses to renew a personal certificate or license, or any other personal benefit. It is the responsibility of the employee/traveler to understand and comply with these requirements. The District's Purchasing and Financial & Fiscal Services departments are not responsible for verifying allowability of these types of expenses. If it is later determined that proper procedures were not followed, the employee will be responsible for reimbursing the district for any related expenses. Such expenses are considered a gift of public funds.

Please see AP 7160 and/or reach out to the People, Culture and Talent department for additional information.

Travel Paid From Personal Funds (Out of Pocket [Employee Reimbursement])

If a 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 Report which will correspond with the Pre-Approval.

ALLOWABLE EXPENDITURES

It is the responsibility of each employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District. Regardless of a PreApproval's approval status, the Traveler will only be reimbursed for allowable expenditures and lowest cost to the District per the District Travel Policy and Procedures.

A detailed agenda uploaded to a Traveler's Pre-Approval is necessary to confirm the allowability of hotel and meal expenditures. If a detailed agenda is not available, please note this in the comments of the Pre-Approval and upload a document noting the dates, times and location.

NOTE: The District will only reimburse per the District's travel policy and procedures and it is the responsibility of the Traveler to book/adjust travel accordingly once an agenda becomes available as Traveler will be responsible for any expenses that fall outside District policy.

When multiple Travelers are attending the same event, every effort must be made to request a District vehicle through Campus Events.

Transportation: District To & From Event or Airport
It is the responsibility of each employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District.

Under 400 Miles Roundtrip
The Traveler is to select the lowest cost option (roundtrip mileage or car rental) for advance approval on their Pre-Approval. However, each Traveler may select their own mode of transportation and be responsible to pay the difference.

400 Miles to 1,000 Miles Roundtrip
The Traveler is to select the lowest cost option (mileage, airfare [including roundtrip mileage to Los Angeles airport, airfare, airport parking, baggage fee, and Uber/Lyft at destination location] or car rental of transportation and be responsible to pay the difference.

Over 1,000 Miles Roundtrip
The District will reimburse the Traveler up to the cost of roundtrip mileage to Los Angeles airport, airfare, airport parking, baggage fee, and Uber/Lyft at destination location, if approved in advance on the Pre-Approval. However, each Traveler may select their own mode of transportation and be responsible to pay the difference.

Mileage (Ground Transportation → Mileage)
Mileage will be reimbursed as follows:
- 0-250 Miles - Mileage will be reimbursed at the current IRS mileage rate: www.irs.gov/tax-professionals/standard-mileage-rates.
- Miles Over 250 – Mileage will be reimbursed at 75% of the current IRS mileage rate: www.irs.gov/tax-professionals/standard-mileage-rates.

Employee is to use Google Maps to estimate mileage on the Pre-Approval; it is the responsibility of the Employee to ensure that the correct mileage is estimated. Actual mileage will be calculated with the submission of the Traveler's Expense Report.

Mileage is to be calculated from one work site to another site; physical addresses or specific location must be used in Emburse Enterprise when calculating mileage - cities as a location are not acceptable. Mileage is to be calculated starting at the Traveler's work location:

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

Mileage reimbursement for travel to restaurants, shopping, sight-seeing, etc. is not allowable.

☐ *Pre-Approval Supporting Documents: Detailed Agenda*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda*

In District Mileage ONLY does not require a Pre-Approval or Supporting Documentation; only an Expense Report is required. In-District mileage must be submitted within five (5) days of the end of each month. One submission per semester is NOT acceptable.

Airfare (Air Travel → Airfare)
Airfare is allowable for economy class at the lowest option fare (such as Wanna Get Away, Basic Economy, Non-Refundable, etc.). Airfare estimated at $400 or greater must include documentation in Emburse Enterprise demonstrating best value to the District (e.g. price list of flight options from travel site such as Expedia <u>and</u> Southwest). Should the Traveler or Delegate book business class, first class, higher cost ticket and/or higher cost airport, the Traveler will receive an invoice and be personally liable for the difference.

☐ *Pre-Approval Supporting Documents: Detailed Agenda, Airfare Quote (such as website pricing) and*
   documentation supporting best value if estimated expense is $400 or greater (price list of flight
   options from Expedia <u>and</u> Southwest)
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt,*

Any airfare funded by Federal funds must comply with the Fly America Act, https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act.

Airport Parking (Ground Transportation → Parking)
Airport Parking is allowable if approved in advance on the Pre-Approval. The District will only reimburse Travelers up to economy rates. Parking is an out of pocket (employee reimbursement) expense unless economy parking online reservations is made in advance to guarantee the parking spot and lowest cost. Valet or Premium parking is NOT allowable.

☐ *Pre-Approval Supporting Documents: Detailed Agenda*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt*

Baggage Fee (Air Travel → Baggage Fee)
Baggage fees for one checked bag are allowable if approved in advance on the Pre-Approval.

☐ *Pre-Approval Supporting Documents: Detailed Agenda*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt*

<u>Uber/Lyft (Ground Transportation →Taxi/Car Service/Shuttle)</u>
For transportation services between hotel, event and airport (not to/from District), costs are allowable **if selecting the ride option that is the lowest cost to the District** and approved in advance on the Pre-Approval. Lowest cost options include UberX, Pickup Now and Lyft Standard. Service to restaurants, shopping, sight-seeing, etc. is not covered. The maximum tip reimbursement is 20%.

☐ *Pre-Approval Supporting Documents: Detailed Agenda*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt*

<u>Enterprise/National Rental Car (Ground Transportation → Car Rental)</u>
Car Rentals are an out-of-pocket expense ONLY and must be reserved with the Traveler's personal credit card. Reimbursement will be issued after the trip. THERE ARE NO EXCEPTIONS TO THIS RULE. Car Rentals require a physical credit card which is used as a second form of ID verification in order to release a vehicle and Emburse can ONLY process reimbursements for this type of expenditure.

Enterprise/National is the only car rental option for reimbursement by the District if providing the lowest cost option – no other rental car company may be used for Student/Employee Travel.   The District has discounted rates with Enterprise/National Rental Car for Business Use and an account code is needed to ensure the best rate is offered; the Traveler will need to contact <u>travel@avc.edu</u> for the Enterprise/National Rental Car <u>Business Use Account</u> information. Additional insurance MUST BE ACCEPTED when renting a vehicle. The car rental company will require Traveler to provide their credit card, valid Driver's License and may also require current proof of insurance. Type of rental must demonstrate to be economical and least expensive available. Compact cars are to be utilized, except when there are three or more traveling; in these circumstances, a mid-size car is allowable.

NOTE: Per AP6530, no employee shall operate a 15-passenger van unless the employee holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles

☐ *Pre-Approval Supporting Documents: Detailed Agenda, Enterprise Rental Car Quote, Uber/Lyft comparison quotes (ex. website pricing)*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt*

<u>Car Rental Fuel (Ground Transportation → Car Rental Fuel)</u>
The District will reimburse fuel for approved Enterprise/National Rental Cars to and from the travel (conference) site, hotel (if different from the travel site) and rental car location for approved rental car requests. Fuel reimbursement for travel to restaurants, shopping, sight-seeing, etc. is not allowable.

☐ *Pre-Approval Supporting Documents: Detailed Agenda*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt*

Transportation: Miscellaneous
It is the responsibility of each employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District.

District Vehicles/Drivers
The District has vehicles, such as vans and buses that can accommodate several people traveling to the same location. District vehicles can ONLY be used to transport District employees and Students. Traveler pick up for travel must be at an approved location – such as a District site. The District will not pick up a Traveler at their home. Please be sure to contact the Campus Events Office to schedule the use of a vehicle.

When travel involves District drivers who require hotel accommodations and/or meal per diem, it is the responsibility of the Employee to coordinate with Campus Events to process the required Pre-Approval (PA) and Expense Report.

NOTE: Campus Events does require a fully-approved Pre-Approval form in order to begin making reservations. For more information, please contact Campus Events at Ext. 6562 or see webpage: www.avc.edu/administration/facilities/fscampusevents

When multiple Travelers are attending the same event, every effort must be made to request a District vehicle through Campus Events.

☐ *Pre-Approval Supporting Documents: Detailed Agenda*
☐ *Expense Report Supporting Documents: None Required*

Shuttle Service (Ground Transportation →Taxi/Car Service/Shuttle)
Traveler or Delegate must demonstrate that the Shuttle Service provides the lowest cost option to the District (consider the Van Nuys Fly Away as an option, www.iflyvny.com/en/parking/parking-rates). Traveler or Delegate may request a virtual credit card or request reimbursement.

Any service requiring an agreement (charter bus, etc.) must follow the Districts contract process found at: https://www.avc.edu/purchasing-and-contracts/contract-services. This is to ensure that contracts are reviewed and approved prior to the submittal of a Pre-Approval. **Only the Superintendent/President is authorized to sign agreements (including quotes and order forms) on behalf of the District.**

☐ *Pre-Approval Supporting Documents: Detailed Agenda, Shuttle Quote (such as website pricing) and documentation demonstrating lowest cost to the District*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt*

Meals – GSA
Meals are an out-of-pocket expense ONLY. Reimbursement will be issued after the trip.

The District utilizes the General Services Administration (GSA) established meal per diem rates for the lower 48 Continental United States (www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-

questions-per-diem). The per diem is determined based on the city and state to which the Traveler will be traveling. The per diem rate automatically populates in the Emburse Enterprise travel program. Meals will not be reimbursed if provided by the conference, hotel or other applicable entity. The current reimbursable meal times are as follows:

- Breakfast: Travel between 5:00 a.m. and 9:00 a.m.
- Lunch: Travel between 11:00 a.m. and 2:00 p.m.
- Dinner: Travel between 5:00 p.m. and 9:00 p.m.

ONLY check "Travel Day" on the days the Traveler is traveling and NOT attending conference events. If the conference/convention/event is taking place "In District", per diem is not allowable.

☐ *Pre-Approval Supporting Documents: Detailed Agenda*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda*

Hotel
It is the responsibility of each employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District.

Hotels are the <u>ONLY</u> allowable type of accommodation. Accommodations, including but not limited to the following, are <u>NOT</u> allowable: Airbnb/VRBO (or similar accommodation), campgrounds/campsites, recreational vehicles, bed & breakfasts, rental properties, and yachts/boats.

Hotel stays are allowable when attending a multi-day event located far enough that it would result in a workday exceeding 10 hours (including commute time), or when total travel time in a single day would exceed 10 hours.

Example: A one-hour drive each way plus an 8.5-hour conference totals 10.5 hours.

When determining total hotel costs for the Pre-Approval, please include all taxes and fees in the total amount. If a hotel selection or hotel expense is found to be premium, the Traveler may incur personal liability for the difference, depending on the circumstances surrounding the cost.

Hotels must be paid by District Credit Card (virtual card). Make sure the Hotel accepts credit card authorization forms before submitting the Pre-Approval. Some Hotels may only accept a personal credit card (not virtual). Employee will need to obtain a credit card authorization form from the hotel prior to the Traveler's stay in order to allow payment with the virtual credit card issued. Additionally, Traveler will need to make arrangements to pay for multiple rooms in a single transaction to avoid declined transactions as a result of suspected fraudulent activity or held funds. 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. Traveler is responsible to review all hotel folios in relation to the trip to ensure no additional charges have been made; Employees and Students will be responsible to reimburse the District for all additional charges including charges that occur after checking out of the hotel.

☐ *Pre-Approval Supporting Documents: Detailed Agenda, Hotel Quote*

☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Hotel Folio (Receipt)*

Hotel Parking
It is the responsibility of each employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District.

(Ground Transportation→Parking)
Overnight parking at a hotel is allowable if approved in advance on the Pre-Approval. Valet parking will not be reimbursed, unless self-parking is not an option at the Hotel.

☐ *Pre-Approval Supporting Documents: Detailed Agenda*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Hotel Folio (Receipt)*

Conference Fees
(Registration Fees→Conference/Seminar/Event)
Attach the conference registration information to the Pre-Approval. If the fees must be paid by District check, the remit address must be available in the attached documents and the Pre-Approval must be fully approved a minimum of 10 business days prior to the trip.

☐ *Pre-Approval Supporting Documents: Detailed Agenda, Document showing pricing*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt*

Course and Workshop Fees
(Registration Fees→Conference/Seminar/Event)
Attach the registration information to the Pre-Approval. If the fees must be paid by District check, the remit address must be available in the attached documents and the Pre-Approval must be fully approved a minimum of 10 business days prior to the trip.

☐ *Pre-Approval Supporting Documents: Detailed Agenda, Document showing pricing*
☐ *Expense Report Supporting Documents: Board Approved Travel Report ,Detailed Agenda, Receipt*

Tournament Fees
(Registration Fees→Conference/Seminar/Event)
Attach the tournament registration information to the Pre-Approval and submit for approval. If the fees must be paid by District check, the remit address must be available in the attached documents and the Pre-Approval must be fully approved a minimum of 10 business days prior to the trip.

☐ *Pre-Approval Supporting Documents: Detailed Agenda, Document showing pricing*
☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt*

Referee Costs
Please submit a request through Arbiter referee fees.

FIRST TIME EMBURSE ENTERPRISE USERS

If employee is a first time Emburse Enterprise user, they will need to gain access to the system by contacting travel@avc.edu. Purchasing will verify that the Employee: (1) Has reviewed and understands the District's Travel Policy and Procedure; (2) Has a Procurement & Virtual Card/Standing Purchase Order Agreement on file; and (3) Setup is complete in the Banner system. Once verification is complete, Purchasing will send a request to the District's ITS department to provide access to the system. Employees should allow up to three (3) business days for IT to process the access request.

Procurement & Virtual Card/Standing Purchase Order Agreement
This Agreement must be on file with the Purchasing Department prior to setting up employee Emburse Enterprise access. The agreement is signed by the employee and appropriate administrator. Employees will only be required to complete a new agreement should the terms of the agreement be updated. Employees can obtain a copy of an agreement for completion from the District's Travel website: www.avc.edu/purchasing-and-contracts/travel

SELECTIONS AVAILABLE WITHIN THE "PAID BY" FIELD

No Cost To District
Can be selected for Pre-Approvals and Expense Report. This Paid By type is used to identify expense lines that have no cost to the District (see No-Cost to District Travel under Miscellaneous Travel Items).

District Credit Card/Virtual Credit Card
Can be selected for Pre-Approval and Expense Report. A Traveler or Delegate will select District Credit Card as the Paid By type in the Pre-Approval (PA) and Expense Report when payment will be made with a District Credit Card. A Virtual Credit Card will be issued to the Traveler and become active 1-2 business days after the Pre-Approval is FULLY APPROVED to book travel for the approved District Credit Card expenses. **The Virtual Credit Card can ONLY be used for the "District Credit Card" expenses approved on the Traveler's Pre-Approval.**

If selecting District Credit Card as the Paid By type, but do not need a virtual credit card to be issued (for example, using a VP's District Card), please note this in the comments section of the Pre-Approval.

The Traveler and/or Delegate is responsible to email accounts_payable@avc.edu within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.

The virtual credit card is a "live" credit card and must be secured. Virtual credit cards or "V-Cards" are issued to Travelers to book and pay for travel when they have requested Pre-Approval expenditures to be paid by District Credit Card on their Pre-Approval. All Delegates that V-Card information is shared with must have access to Emburse Enterprise. This ensures the District has the necessary information on file to provide access to District Credit Card Information.

Please visit the "Emburse Virtual Credit Card Information" section of our Travel Webpage, www.avc.edu/purchasing-and-contracts/travel, for details on:

- Accessing Your Emburse Virtual Credit Card
- Using & Sharing Your Emburse Virtual Credit Card
- Declined Credit Card Transactions
- What To Do Upon Return From Your Trip

WE DO NOT RECOMMEND ANY PERSON TRAVEL WITHOUT THEIR PERSONAL CREDIT CARD. Traveler's will need to provide their personal credit card for incidentals and may also need it in the event of a vendor processing error.

If a Traveler needs to make a credit card payment in person or must present a credit card to a vendor (e.g., hotel), the Traveler or Delegate must contact the vendor in advance to confirm any specific requirements for the District Virtual Card—such as completing a credit card authorization form. If required, this form must be submitted by the Employee and processed prior to the hotel stay, in accordance with the hotel's policy.

For hotel bookings involving multiple rooms paid with a District Virtual Card, the Traveler must coordinate with the hotel to ensure that all rooms are charged in a single transaction. This is to avoid declined charges due to suspected fraud or transaction holds related to multiple, rapid charges.

Expenditures on the Expense Report paid by the virtual credit card must be linked to the credit card transactions from the Emburse Enterprise e-wallet as instructed in the section "Creating Expense Reports from a Pre Approval".

Out Of Pocket (Employee Reimbursement)
Can be selected for Pre-Approval and Expense Reports to identify an expense that a Traveler will pay out of pocket and request reimbursement for on their Expense Report. **Out of pocket expenses must be paid by each individual Traveler; the District cannot reimburse a Traveler for another Traveler's expenses.**

District Check
Can be selected for Pre- Approval and Expense Reports to identify an expense that the District pays by check. The Pre-Approval must include documentation which shows remit information for processing a check.

A Pre-Approval must be completed and fully approved a minimum of 10 business days prior to the first day of travel in order for the District to issue a check; Traveler may also need to plan for additional time to book the travel as well.

Employee Owed To District
Can be selected on the Expense Report to identify amounts owed to the District by the Traveler.

District Cash Advance

Can be selected on the Expense Report to identify any cash advance provided by the District for Student Travel

PRE-APPROVALS

Prior to travel, a Traveler or Delegate submits a Pre-Approval to request approval for the trip, related expenses and funding. Traveling without prior approval could result in personal liability, meaning there may be no reimbursement to the Traveler. Requests for In-District Mileage ONLY do not require a Pre-Approval but do require an Expense Report be submitted.

It is the responsibility of the Traveler to ensure that their Pre-Approval is submitted and fully-approved to allow time for booking and payment (virtual credit card or check) for the request.

Creating Pre-Approvals

1. Traveler or Delegate obtain estimates and supporting documents (Pre Approval Documentation Checklist available on the Travel webpage).
2. Traveler or Delegate create a New Pre-Approval in Emburse Enterprise.
   NOTE: Pre-Approvals for a future Fiscal Year can not be entered more than 120 days in advance.
   a. Access Emburse Enterprise by logging into myAVC
      my.avc.edu→Tools→Employee→Emburse Enterprise (fka Chrome River)
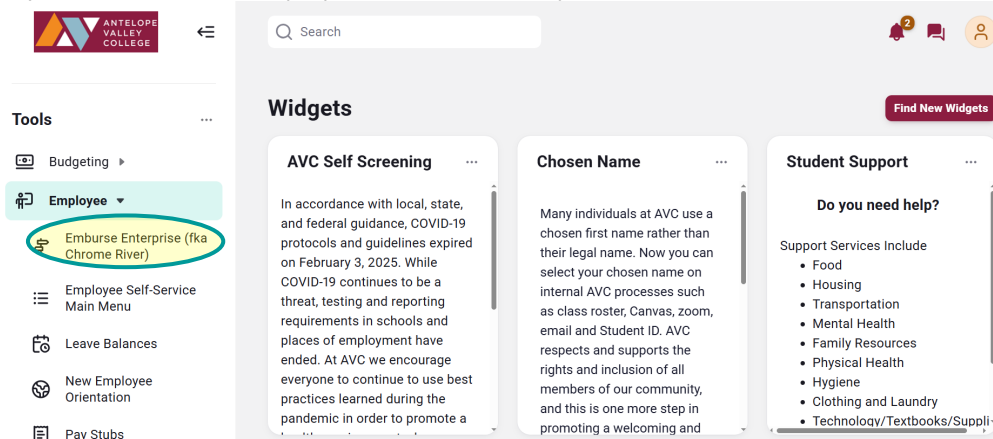
   b. Review Notices on the Emburse Enterprise home page.
   c. Click **+ Create** within the Pre-Approval box on the dashboard

d. Complete the fields on the Pre-Approval Header Page and click **Save**.

Pre-Approvals For Angela Musial

Title of Event	
Start Date	02/05/2024
End Date	02/05/2024
Number of Days	1
Pay Me In	USD - US Dollars
Business Purpose	

Please note that military hours/24-hour clock is used.

Trip Start Time	-- Select --
Trip End Time	-- Select --
Fiscal Year of Travel	-- Select --
Trip Type	Domestic
Destination	-- Select --

The **Fiscal Year** (FY) is to match the year in which Traveler's trip begins. For example:
FY26=2025/2026 Travel
FY27=2026/2027 Travel

Check here if students and/or athletes will be included in this trip. ☐

Check this box if Student Expenses are included with the Pre-Approval _or_ if Traveler is a chaperone for the trip.

Please check this box if your travel will occur before Board Approval. The Board schedule and deadlines can be found here: https://www.avc.edu/administration/busserv/purchasingboarddeadlines ☐

Check this box if travel will occur before Board Approval (Board deadlines for fully-approved Pre-Approvals can be found here: www.avc.edu/purchasing-and-contracts/board-deadlines). If this box is not checked and travel occurs before board, the PA will be returned to the Traveler to check.

Check here if you will be using a District Vehicle as part of this request. ☐

In the event of incidentals, please provide an All

You must still submit appropriate paperwork to Facilities to request a District Vehicle.

My detailed Agenda is uploaded, or if not available/applicable, I have noted this in the comments below & uploaded docs supporting the event date(s), time and location ☐

Approval automatically routes to Fund Manager based on FOAP. It is the responsibility of the Requester & Fund manager to ensure availability of funds.

Please choose Fund-Org-Program (Allocation), Appropriate Supervisor and Appropriate Executive Director, Vice President or President

00000-13053-5200-640000 Student Programs & Services/International Students Fiscal Year 2024 Remaining Budget: $5000

Zimmerman, Jill ▼   Reyes, Idania ▼

Select Traveler's Appropriate Supervisor in Box 1.
Only select the President if Traveler reports directly to her.

Select Traveler's Supervisor's Supervisor in Box 2. Unless it is the President, in which case you will select Traveler's Appropriate Supervisor again. Only select the President if Traveler reports directly to her.

Examples: **Box 1**	a) Select Traveler's Dean	**Box 2**	a) Select Traveler's VP
	b) Select Traveler's Executive Director		b) Select Traveler's Executive Director or VP
	c) Select Traveler's VP		c) Select Traveler's VP

Funding: Traveler or Delegate is required to select the Fund-Org-Program for the Pre-Approval or Expense Report, even if the trip is "No-Cost to District Travel." The system will automatically route the Pre-Approval to the appropriate Fund Manager.

SUPERVISOR: Traveler or Delegate will be asked to select the Traveler's Supervisor(s). *NOTE: This is the Traveler's Supervisor, not the Fund-Org-Program Manager (which may or may not be the same person).*

e. Select the Pre-Approval Tiles(s) for the travel, complete the fields in each tile and click **Save** to add the expense to the request. See the "Paid By Types" sections of this document for details on the Paid by type options. See the "Allowable Expenditures" section of this document for additional details on each Pre-Approval Tile (expense type).

i. **Air Travel – Airfare and Baggage Fees**
It is recommended to estimate 15 – 20% more than the quote to accommodate increased fees, taxes, resort fees, city fees, etc.

ii. **Ground Transportation –Mileage, Parking, and Taxi/Car Service/Shuttle**
Complete the appliable fields. Please use Google Maps to estimate mileage on your Pre-Approval; mileage is calculated from the Traveler's worksite address; use a physical address (3041 W. Ave K) or specific location (Antelope Valley College) – cities are not acceptable.

It is the responsibility of the Traveler to ensure that the correct mileage is estimated. Actual mileage will be calculated with the submission of the Traveler's Expense report.

Enter Mileage estimate from Google Maps here.

iii. **Hotel**

It is recommended to estimate 15 – 20% more than the quote to accommodate increased fees, taxes, resort fees, city fees, etc.

Hotels must be paid by District Credit Card (virtual card). Make sure the Hotel accepts credit card authorization forms before submitting the Pre-Approval. Some Hotels may only accept a personal credit card (not virtual). Credit Card Authorization Forms are submitted by the Traveler.

iv. **Meals**

Single location: Use Meals-Per Diem Wizard for Traveler's Meals.
Multiple locations: Use Meals-Per Diem
The District will reimburse Travelers for meals NOT provided by the conference, hotel or other applicable entity, and within the applicable departure/arrival time (see Allowable Expenditures). Be sure to check any meals (Breakfast, Lunch and/or Dinner) that are provided by the conference, hotel or other applicable entity. If using the Meals – Per Diem Wizard, click on the each date to expand the options to select meals you will not claim.

Travel Day MUST be checked for any trip dates that Traveler is not attending conference events (for example, traveling the day before or the day after a conference).

v. **Registration Fees** – Conference/Seminar/Event and Training/Education
vi. **Miscellaneous** – Miscellaneous/Other

f. **Attachments -** Attachments can be uploaded to the Pre-Approval at the bottom of the Pre-Approval Header Screen.
NOTE: If an attachment exceeds 20 pages, please contact travel@avc.edu before uploading to the Pre-Approval.

i. **Agenda -** The Traveler or Delegate must attach a detailed agenda to the Pre-Approval. If a detailed agenda is not available, please note this in the comments of the Pre-Approval and upload a document noting the dates, times and location.

    ii. **Allowable Expenditures –** The Traveler or Delegate must attach all required supporting documents as indicated in the Allowable Expenditures section of this document for each type of expense.


g. **Submit** - Once all the Pre-Approval expenses are added and the supporting documents have been uploaded, the Pre-Approval may be submitted for approvals by clicking the **Submit** button.

h. **Error Messages** - Any errors will be addressed in red; these are hard stops for the trip meaning you cannot submit until the issue is corrected. Any warnings will be addressed in orange; warnings can either be corrected or a response can be provided.

i. **Approvals** - When the Pre-Approval is fully approved:

    i. **Email -** Emburse Enterprise will send the Traveler an email notification.

    ii. **Virtual CC and Check -** If requested, the virtual credit card issued by Purchasing will become active within 1-2 business days for approved expenses and Accounts Payable will process any applicable check requests if 10 business days are provided.

    iii. **Book Travel -** Traveler or Delegate can book travel accordingly.

3. **Receipts** – All Receipts (except for meals) must be uploaded to the Traveler's Emburse Enterprise "Receipt Gallery." This can be done by:

    a. The Traveler e-mailing the receipt to receipt@ca1.chromeriver.com using the email address associated with their Emburse Enterprise account (Traveler's can also associate a personal email address within their Emburse Enterprise settings). If the receipt is for a District Credit Card, you must also email the receipt to accounts_payable@avc.edu within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.

    b. The Traveler or Delegate dragging and dropping the receipt into the Traveler's receipt gallery. If you select the "?" icon in the upper right hand corner of the screen, and select **User Guides**, there is an "Upload Receipts" function that will walk you through the process. If the receipt is for a District Credit Card, you must also email the receipt to accounts_payable@avc.edu within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.

    DO NOT DRAG AND DROP RECEIPTS DIRECTLY INTO THE EXPENSE REPORT.

4. **Maintaining a Pre-Approval**

    a. **Approvals** – Traveler or Delegate can track the Pre-Approval to ensure it is approved in a timely manner. **It is the responsibility of the Traveler and/or assigned delegate to ensure approval of requests.** Approvals can be found by selecting the **Tracking** button while on the Pre-Approval Header Screen.
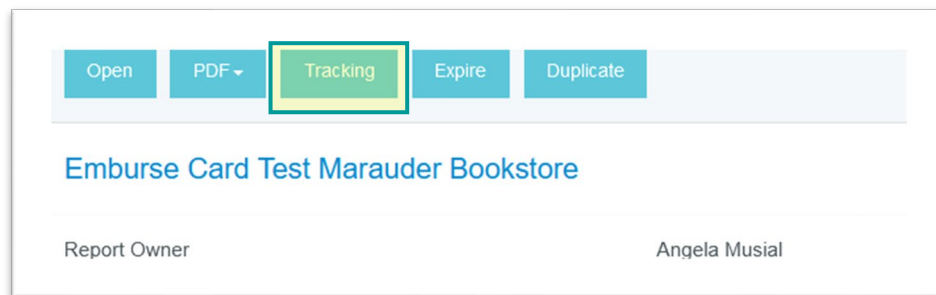
    b. **Printing** - Pre-Approvals can be printed by selecting the **PDF** button while on the Pre-Approval Header screen.

    c. **Deleting an Attachment** – If an attachment on a Pre-Approval needs to be deleted, **Open** the Header of the Pre-Approval, select the attachment you want to delete and then click the delete attachment icon in the upper left hand corner of the screen.
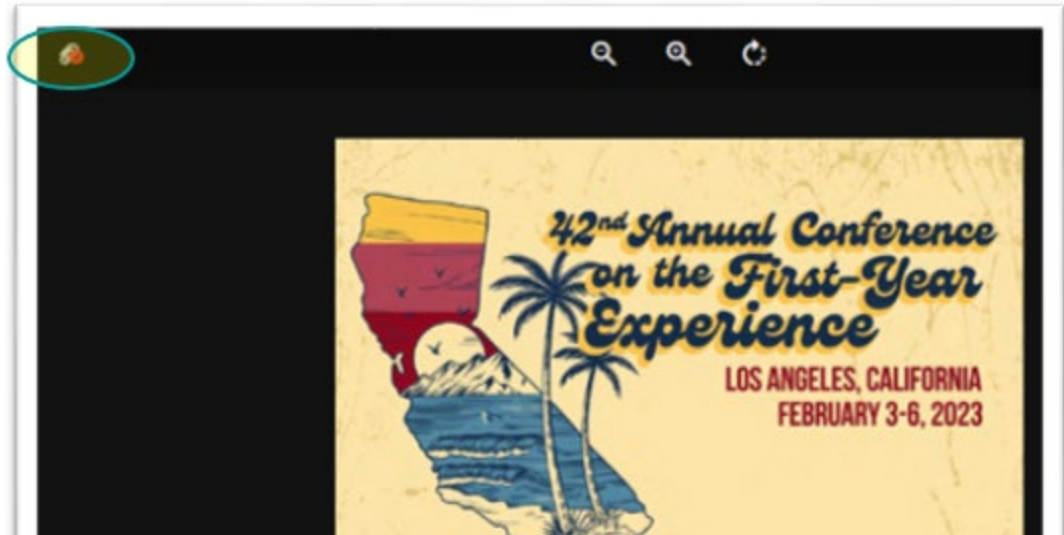
d. **Deleting an Expense Line** - If an expense line on a Pre-Approval needs to be deleted, select the line you want to delete and then click **Delete** to remove it from the Pre-Approval.

e. **Deleting a Pre-Approval** - If you need to delete an entire Pre Approval, go to the Pre Approval Header page and click **Delete** to remove it from the system.
CAUTION: Once you delete a Pre-Approval you cannot bring it back into the system.

[CONTINUED ON NEXT PAGE]

PDF ▾   Images   Delete   Edit

✓ Pre-Approvals For Angela Musial

Title of Event	Purchasing Conference
Start Date	12/04/2022
End Date	12/08/2022
Number of Days	5
Pay Me In	USD - US Dollars
Business Purpose	Professional Development

EXPENSE REPORTS

Upon returning from a trip, the Traveler or Delegate must complete the Expense Report through Emburse Enterprise for clearance of an encumbrance and reimbursement purposes. The Expense Report <u>must</u> 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 <u>even if</u> the Traveler is not requesting reimbursement.** An Expense Report is required for all Pre-Approvals, unless the trip was no cost to the District in which case no Expense Report is required; in these instances, the Traveler or Delegate will need to contact accounts_payable@avc.edu to request to expire the Pre-Approval to release any funds.

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.
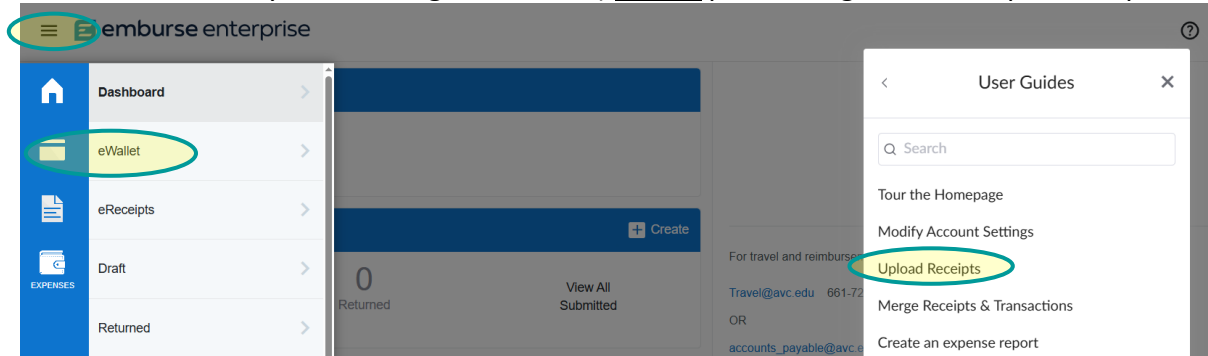
Creating Expense Reports From A Pre-Approval

For In-District Mileage Only, please see the next section called "Creating Expense Reports For In-District Mileage."

NOTE: Traveler or Delegate must clearly define any request for reimbursement that does not align with the allowable travel policy and/or supporting documentation uploaded.

1. Traveler or Delegate accesses Emburse Enterprise.
   a. Access Emburse Enterprise by logging into myAVC
      my.avc.edu → Tools → Employee → Emburse Enterprise
2. Traveler or Delegate accesses the Traveler's eWallet in Emburse Enterprise to verify that all receipts and applicable District Credit Card Transactions are uploaded. To access the Traveler's eWallet:
   a. Select the hamburger menu icon in the upper left hand corner of the screen and select **eWallet**.
   b. Click **Receipt Gallery** to verify uploaded receipts. If you do not see a receipt uploaded to the Receipt Gallery, you can upload the document by:
      i. The Traveler e-mailing the receipt to <u>receipt@ca1.chromeriver.com</u> using the email address associated with their Emburse Enterprise account (Traveler can also associate a personal email address within their Emburse Enterprise settings). If the receipt is for a District Credit Card, you must also email the receipt to <u>accounts_payable@avc.edu</u> within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.
      ii. The Traveler or Delegate dragging and dropping the receipt into the Traveler's receipt gallery. If you select the **?** icon in the upper right hand corner of the screen, and select **User Guides**, there is an "Upload Receipts" function that will walk you through the process. If the receipt is for a District Credit Card, you must also email the receipt to <u>accounts_payable@avc.edu</u> within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.

DO NOT DRAG AND DROP RECEIPTS DIRECTLY INTO THE EXPENSE REPORT.

c. If a District Credit Card was used for the trip, click **Credit Card** to verify credit card transactions. If you do not see a credit card transaction, you must wait for it to post (3-5 business days after charge was made) before proceeding with the Expense Report.

3. Traveler or Delegate begins a New Expense Report in Emburse Enterprise by clicking **+ Create** in the Expenses box.
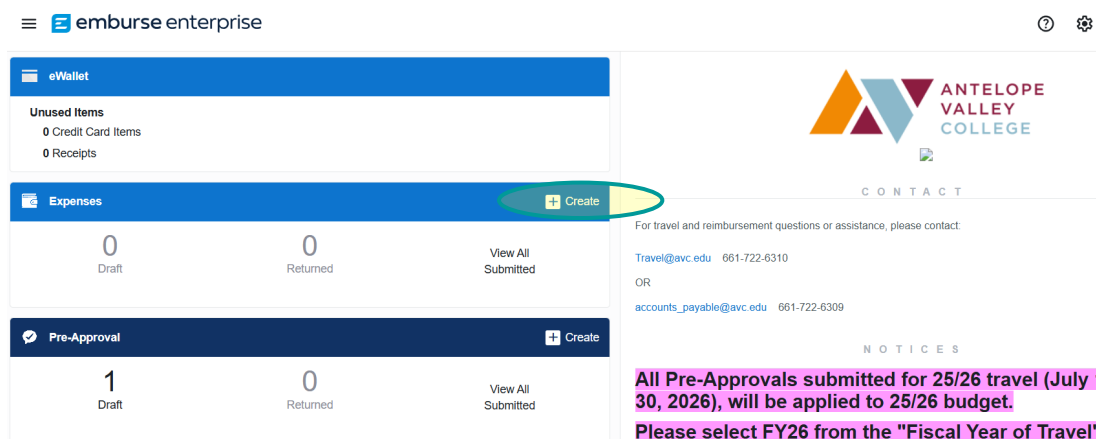
4. Choose to **Import Your Pre-Approval**. Select the correct Pre-Approval from the drop down list and click **Import**. The field information from the Pre-Approval will populate in the Expense Report.

5. Select the correct **Travel Type** and choose **No** for the "In District mileage Only" field. Confirm the header information for all other fields is correct and update as necessary. Click **Save**.

6. Once you click **Save** you will be taken to the line item details of the Expense Report.
7. Delete any expense lines that will be or are $0.

During the Import of Pre-Approval process, it is required that you select each expense line, click **Edit**, verify all information, update as necessary (paid by field, meals claimed, $ spent, etc.) and resave the line item to run appropriate compliance. Please review ALL information in each line for accuracy, complete any additional fields, attach receipts as applicable, and then save expense type. Refer to the Allowable Expenditures section of this document when completing the Expense Report.

If the expense line "Paid By" type is:
   a. **No Cost to District**
      For each expense line that is "Not Cost to District:

        i.   Select the applicable expense line.

       ii.   Click **Edit**, verify ALL information, update as necessary, and **Save** the line item to run appropriate compliance.

b. **District Credit Card**

For each expense line that is paid for by District Credit Card:

        i.   Select the applicable expense line.

       ii.   Click on the **+** at the top center of the screen.

      iii.   Select **Credit Card** and drag and drop the applicable credit card transaction over to the applicable line.
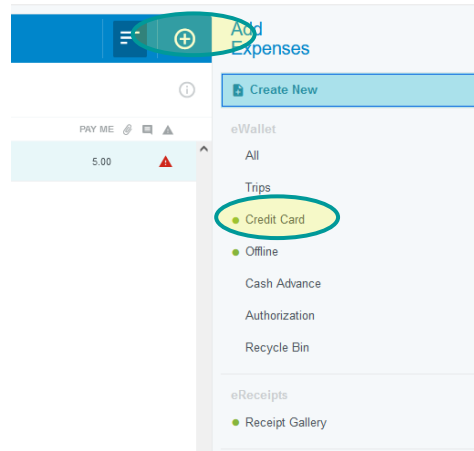
      iv.   If prompted, select the correct expense type for the expense line.
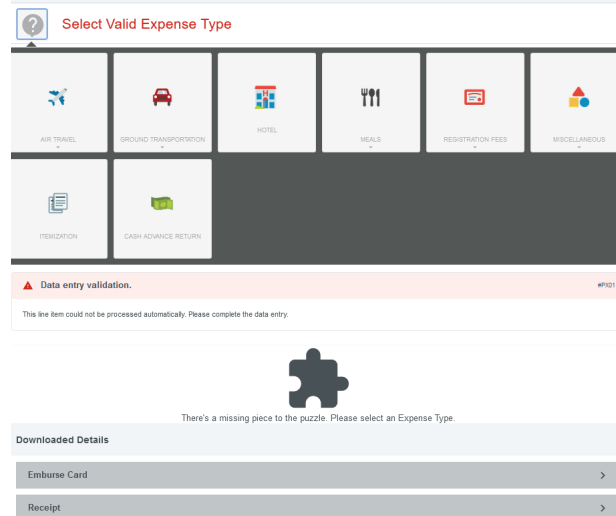
       v.   Select **District Credit Card** as the "Paid By" type and ensure the Card and Receipt lines show in the "Downloaded Details."

    vi.   Select **Add Attachments** and choose "From Receipt Gallery" to attach applicable receipts to the expense line.

    vii.   Click **Save** and repeat for each expense line with "District Credit Card" as the "Paid By" type.

NOTE: There can only be one credit card transaction per expense Line. If you have more than one credit card transaction for the same expense, you will need to create a new expense line:

1. Click the **+** at the top center of the screen, select **Credit Card** and check the box next to the applicable credit card transaction.
2. Select **Add** to create a new expense line.
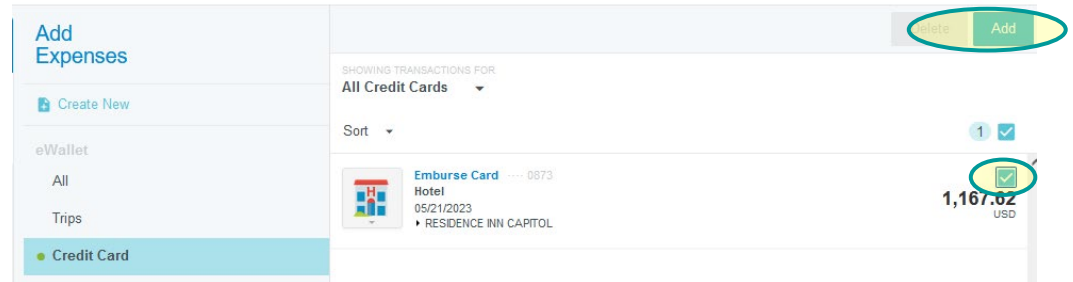
3. Continue with steps iv through viii above.

c. **Out of Pocket** (Employee Reimbursement)
For each expense line that is paid by the Traveler and eligible for reimbursement:
   i. Select the applicable expense line.
   ii. Click **Edit**, verify ALL information, and update as necessary.
   iii. Select **Add Attachments** and choose "From Receipt Gallery" to attach applicable receipts to the expense line.
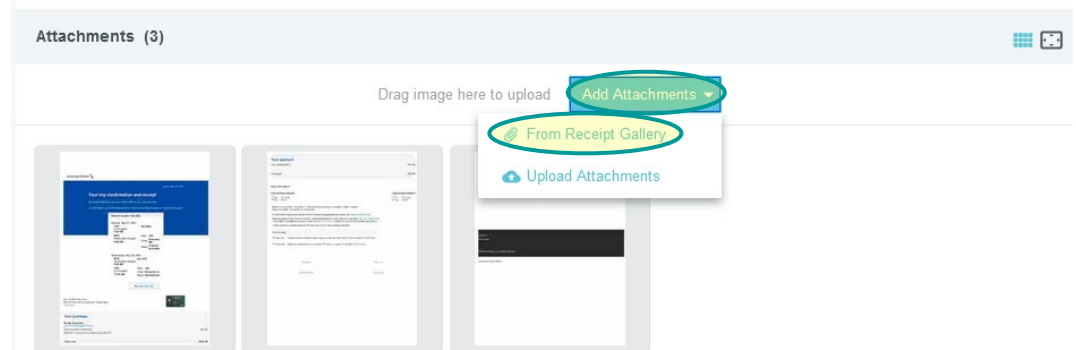
   iv. Click **Save** and repeat for each expense line with "Out of Pocket" as the "Paid By" type.

d. **District Check**
For each expense line that is paid by District Check:
   i. Select the applicable expense line.
   ii. Click **Edit**, verify ALL information, and update as necessary.
   iii. Select **Add Attachments** and choose "From Receipt Gallery" to attach applicable receipts to the expense line.

iv. Click **Save** and repeat for each expense line with "District Check" as the "Paid By" type.

e. **Employee Owed to District**

This paid by type is used when an unallowable expenditure is made with a virtual credit card or other District credit card (such as charging a meal or premium reservations). These lines will deduct from the "Pay Me" amount owed to the Traveler; if the total "Pay Me" amount owed to the Traveler is negative, please contact accounts_payable@avc.edu for further processing instructions.

i. Add a new expense line by clicking the **+** at the top center of the screen, and selecting **Create New**.

ii. Select **Miscellaneous** and then **Miscellaneous/Other** for the expense tile options.

iii. Complete the require fields, please note that the spent amount needs to be entered as a negative amount

iv. Select **Add Attachments** and choose "From Receipt Gallery" to attach applicable receipts to the expense line. If the receipt is attached to another expense line, note this in the Description field (see screenshot above).
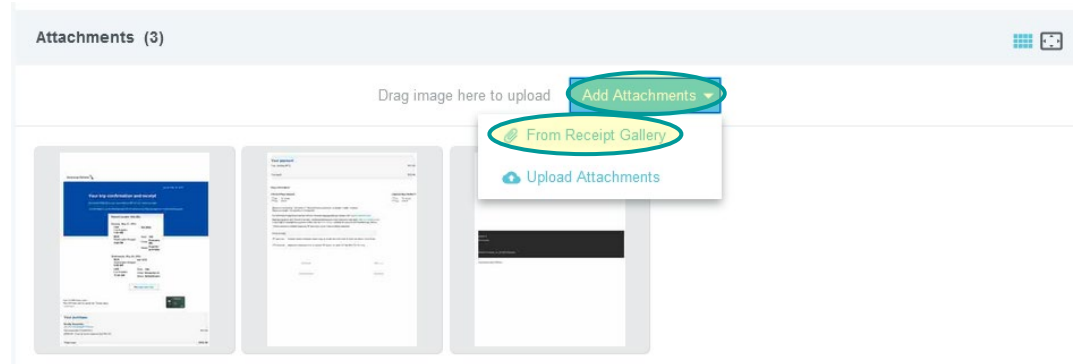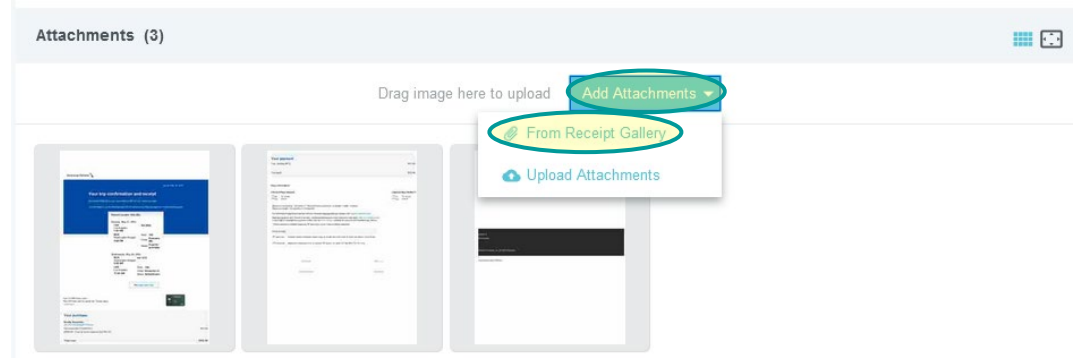
     v. Click **Save** and repeat for each expense line with "Employee Owed To District" as the "Paid By" type.

8. **Add Expense Lines** - If you need to add an expense line that wasn't included on the Pre-Approval, click the **+** at the top center of the screen, and select **Create New**. Complete the required fields and follow the steps above for the applicable "Paid By" type.
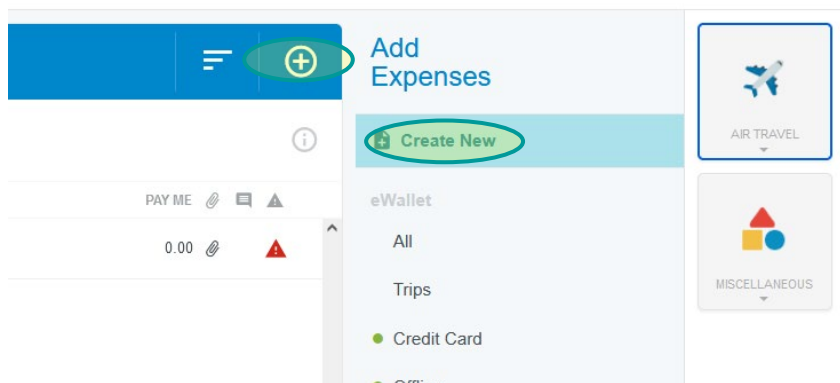
9. **Attachments**
   a. **Board Approved Travel Report** - **The Board Approved Travel Report from Board Docs is required for all Expense Reports**. The correct report can be found by searching BoardDocs (go.boarddocs.com/ca/avc/Board.nsf/Public) using the Pre-Approval (PA) # (For Ex: 10000499557). Please attach this to the header page of the Expense Report.
   b. **Attachments for Specific Expense Types** - The required attachment for each expense type can be found in the Allowable Expenditures section of this document. Please attach each required document to the specific expense line.

[CONTINUED ON NEXT PAGE]

Employee Travel Report

Dep Date	Return Date	Last Name	First Name	Pre Approval Title	City State	Account Information	Estimated Expenses	PA Report ID
6/1/2021	6/4/2021	Johnson	Kenya	NAFSA 2021 Annual Conference & Expo (Virtual)	Lancaster, CA	00000-13053-5200-640000 - Student Programs & Services/International Students - Fiscal Year 2021 Remaining Budget: $841	$ 700.00	10000496166
3/2/2021	3/4/2021	Gibson	Vanessa	2021 CCCSFAAA Conference	Lancaster, CA	32435-62435-5200-646000 - Financial Aid Technology/Financial Aid Administration - Fiscal Year 2021 Remaining Budget: $100	$ 100.00	10000496126
5/3/2021	5/6/2021	Schilling	Rodney	Ensuring Transfer Request	Valencia, CA	22463-13205-5200-631000 - Counseling & Matriculation/Counseling-Guidance - Fiscal Year 2021 Remaining Budget: $2785	$ 15.00	10000494571
7/7/2021	7/9/2021	Eaton	Maria	2021 Curriculum Institute - Virtual Event	Lancaster, CA	22463-13205-5200-631000 - Counseling & Matriculation/Counseling-Guidance - Fiscal Year 2021 Remaining Budget: $2785	$ 200.00	10000497963
5/14/2021	5/14/2021	Burgess	Rhonda	LCW Title IX Training	Lancaster, CA	00000-11030-5200-673000 - Human Resources/Human Resources Management - Fiscal Year 2021 Remaining Budget: $620.55	$ 450.00	10000499557
6/2/2021	6/2/2021	Burgess	Rhonda	LCW - Title IX Inf. Res. & Investigations	Lancaster, CA	00000-11030-5200-673000 - Human Resources/Human Resources Management - Fiscal Year 2021 Remaining Budget: $620.55	$ 450.00	10000499572
7/9/2021	7/9/2021	Burgess	Rhonda	Title IX Hearings and Determinations	Lancaster, CA	00000-11030-5200-673000 - Human Resources/Human Resources Management - Fiscal Year 2021 Remaining Budget: $620.55	$ 450.00	10000499576
6/14/2021	6/17/2021	Garcia	Crystal	Virtual Umoja SLI 2021	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: $107191.14	$ 185.00	10000501299
6/14/2021	6/17/2021	Hightower-Stickel	Rashall	Virtual Umoja SLI 2021	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: $107191.14	$ 185.00	10000501304
4/13/2021	4/22/2021	Cook	Bridget	COSA Law Seminar (6 Day) Registration Fee	Lancaster, CA	00000-11025-5200-660000 - General Counsel/Planning,Policymaking,Coord. - Fiscal Year 2021 Remaining Budget: $0	$ 600.00	10000500904
6/6/2021	6/8/2021	Shaw	Richard	2021 RTM Higher Education CIO Forum	San Diego, CA	00000-11150-5200-678000 - Information Technology Service/Management Information Systems - Fiscal Year 2021 Remaining Budget: $2273	$ 1.00	10000502119
5/24/2021	5/24/2021	Vargas	Cynthia	Recruiting Trip to Canyon High School	Santa Clarita, CA	00000-12420-5200-083557 - Womens Sports/IA Softball - Fiscal Year 2021 Remaining Budget: $4251	$ 1.00	10000502548
6/14/2021	6/17/2021	Jester	Bilkeyshia	Umoja Summer Learning Institute 2021	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: $107191.14	$ 185.00	10000503622
6/14/2021	6/17/2021	Jones	Jamie	Umoja Summer Learning Institute 2021	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: $107191.14	$ 185.00	10000503432
6/14/2021	6/17/2021	Young	Keina	Umoja SLI (Summer Learning Institute)	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: $107191.14	$ 185.00	10000504424
6/17/2021	6/23/2021	McGinnis	Tanya	CollegeSource Conference / TES Training	Lancaster, CA	22463-13205-5200-631000 - Counseling & Matriculation/Counseling-Guidance - Fiscal Year 2021 Remaining Budget: $2785	$ 199.00	10000506561

10. **Error Messages** - Any errors will be addressed in red – these are hard stops for the trip meaning you cannot submit until the issue is corrected. Any warnings will be addressed in orange. Warnings can either be corrected or a response can be provided.

11. Ensure the "Total Pay Me Amount" is correct.

12. Traveler or Delegate **Submits** the Expense Report and attached documentation for processing. Once an Expense Report has been fully approved and received by Accounts Payable, 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.

Creating Expense Reports For In-District Mileage

Travel within the District's Service Area (In-District) that incurs mileage expenses ONLY does NOT require a Pre-Approval or supporting documentation; only an Expense Report is required to be submitted. A map of the District's "Service Area" can be found in Exhibit C of this document.

In-District mileage must be submitted within five (5) days of the end of each month. One submittal per semester is NOT acceptable. Please see the "Allowable Expenditures" section of this document for complete details.

1. Traveler or Delegate accesses Emburse Enterprise.
    a. Access Emburse Enterprise by logging into myAVC
       my.avc.edu → Tools → Employee → Emburse Enterprise
2. Traveler or Delegate begins a New Expense Report in Emburse Enterprise by clicking **+ Create** in the Expenses box.
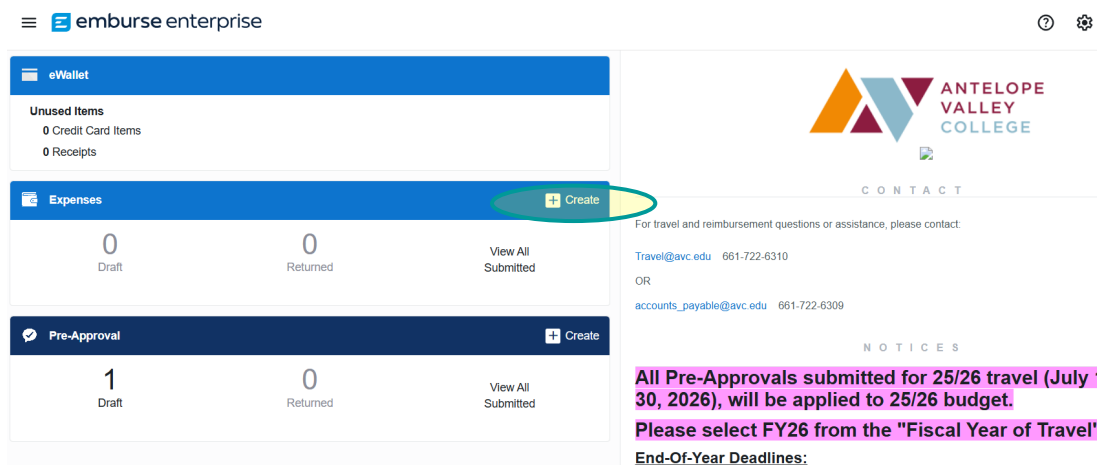
3. On the header screen, complete the required fields. Select **In District** for the "Travel Type", choose **Yes** for the "In District mileage Only" field, then click **Save**.

[CONTINUED ON NEXT PAGE]

Expenses For Angela Musial

Import from Pre-Approval Optional	IMPORT PRE-APPROVAL
Title of Event	Travel to Palmdale Center
Pay Me In	USD - US Dollars
Start Date	12/20/2022
Trip Start Time	7:00
End Date	12/20/2022
Trip End Time	8:00
Business Purpose	Meeting at Palmdale Center
Travel Type	In District
Fiscal Year	FY23
Check here if students and/or athletes will be included in this trip.	☐
This expense report is for In District mileage ONLY	Yes

4. Click the **+** at the top center of the screen and select **Create New**. Select **Mileage** under the "Ground Transportation" option.

Add Expenses

Create New

eWallet
All
Trips
● Credit Card
● Offline
Cash Advance
Authorization

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

CAR RENTAL

CAR RENTAL FUEL

MILEAGE

TAXI / CAR SERVICE / SHUTTLE

TOLLS

TRAIN / RAIL
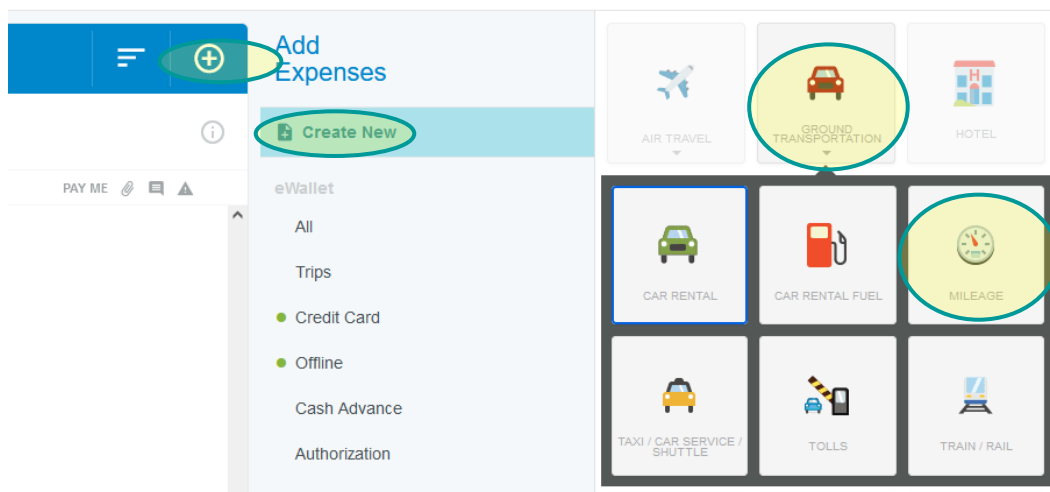
5. Complete the required fields (update the date if submitting mileage on a monthly basis), check the box certifying a valid driver's license and insurance and click **Save**. **You must select Calculate Mileage to determine the reimbursement rate.**

Mileage

Date	01/08/2025
Spent	0.00 USD
Description	
Please list any people joining in a carpool. Optional	
Business Purpose (1000 max length)	test
Check this box to certify that you have a valid driver's license for driving in the U.S.A. and automobile insurance policy.	☐

Please start all travel at your exact AVC assigned location, i.e. 3041 West Avenue K.

Miles	0.00 🚗 Calculate Mileage ⓘ
Deduction	None
Miles Under 250	0.00
Mileage Rate	0.7
Under 250 Total Amount	0.00
Miles Over 250	0.00
Rate Over 250 Miles	0.525
Over 250 Total Amount	0.00

> You must Calculate Mileage. Mileage is calculated form the Traveler's worksite address; use a physical address (3041 W. Ave K) or specific location (Antelope Valley College) – cities are not acceptable.

In the event of incidentals, please choose an Allocation below.

Please choose Fund-Org-Program (Allocation), Appropriate Supervisor and Appropriate Executive Director, Vice President or President

Search for Allocation

Add Allocation

Attachments (0)

Drag image here to upload   Add Attachments ▾

6. Repeat steps 4-5 till all expense lines are added.
7. Ensure the "Total Pay Me Amount" is correct. If it is not correct, contact Accounts Payable for assistance (accounts_payable@avc.edu, ext. 6309).

Expense Report 010029404676	Total Pay Me Amount **7.19** USD	Submit

8. Traveler or Delegate **Submits** the Expense Report for processing. Once an Expense Report has been fully approved and received by Accounts Payable, the report will be verified for completion, accurate documents, and budget checks. A check will be processed as reimbursement to the Traveler.

MISCELLANEOUS TRAVEL ITEMS

Trip Insurance

The District does not pay for or reimburse Travelers for trip insurance, as this is not a cost-effective expense. **Do not select trip insurance when making travel arrangements** unless approved in advance by the District's Financial and Fiscal Services Department.

Travel Changes

The Traveler and/or Delegate is responsible for all changes/cancellations for the trip. Any changes for personal reasons are to be at the expense of the Traveler, not the District.

If the dates of the trip change after the Pre-Approval has been fully approved:
- Traveler or Delegate will need to expire the Pre-Approval and enter a new Pre-Approval with the correct dates (Emburse Enterprise has a "Duplicate" option that you may use).

If the cost of the trip changes after the Pre-Approval has been fully approved:
- District Credit Card (Virtual Card) - Please visit the "Emburse Virtual Credit Card Information" section of our Travel Webpage, www.avc.edu/purchasing-and-contracts/travel, for details; ensure Expense Report updated to match actual expenses.
- Out of Pocket (Employee Reimbursement) - Ensure Expense Report updated to match actual expenses.
- District Check – Immediately notify accounts_payable@avc.edu, ext. 6309. Accounts Payable cannot approve additional funds to be issued without an approval email from the Fund Manager, (which also cc's the Traveler's Dean, Executive Director, and/or VP) noting the approved amount. Ensure Expense Report updated to match actual expenses.
- District Credit Card (Personal Card – VP's, President, etc.) - Ensure Expense Report updated to match actual expenses.

Cancellations

If for any reason a Traveler is unable to attend an event the Traveler or Delegate must cancel those registrations and reservations immediately. If it is determined that the Traveler had adequate time/reason to cancel and did not, the Traveler may be personally liable for costs incurred. The Traveler or Delegate will need to submit an Expense report for any charges incurred. Please see Creating Expense Reports From A Pre-Approval section above.

Traveler is responsible for tracking and utilizing credits for future District travel in the allotted timeframe. Credit documentation will need to be uploaded to future applicable Pre-Approval; Traveler will include a line for the expense minus the credit and a line for the credit as a separate line item with the "paid by" type as "no cost to District".

Personal Travel Points/Miles

Traveler's requesting "Employee Reimbursement" as payment type will not be reimbursed if personal travel points or miles (airfare, hotel, etc.) are used.

Personal Time Included With District Travel

If the 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. Do <u>NOT</u> include the dates for personal time on the Pre-Approval.

EXHIBIT A - TRAVEL FLOWCHART

Start

Estimates
Traveler obtains estimates for their travel*

*See District Travel Policy for allowable expenses

Pre Approval
Traveler enters their Pre Approval (PA) in Emburse Enterprise,* uploads required documents,** & submits for approval

*See District Travel Policy & Procedure

**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, sends District CC receipts as received to accounts_payable@avc.edu, then goes on trip

Expense Report
Traveler enters their Expense Report in Emburse Enterprise, 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/purchasing-and-contracts/travel
- The funding utilized for your travel may have additional requirements & processes; travelers will need to verify this with the responsible fund manager.
- Board Deadlines for Pre-Approvals: https://www.avc.edu/purchasing-and-contracts/board-deadlines

Updated: 10/1/2025

EXHIBIT B - FAQ's

Q: What's the best way to get help entering a travel request (Pre-Approval and/or Expense Report)?

A: Working Sessions are the best way to get help entering a Pre-Approval or Expense Report. Working Sessions are held in a computer lab with Purchasing and Fiscal Services Staff available to answer questions and assist in submitting requests. Please visit the following link for complete details and scheduled dates: www.avc.edu/purchasing-and-contracts/training

Other ways to obtain assistance can be found in the "Assistance" section of this document.

Q: When can I expect my reimbursement once my Expense Report has been fully approved and exported, and how will I receive it?

A: Reimbursements are issued within fourteen (14) days after the Expense Report is fully approved. The reimbursement check will be placed in your department mailbox unless other instructions have been provided by the Traveler to Accounts Payable.

Q: Is an Executive Council Travel Checklist required for travel?

A: This form has been eliminated and is no longer required for travel.

Q: What is a Travel Day?

A: A Travel Day is when the Traveler travels to the conference/seminar but no scheduled events are taking place that day. For example, the conference/seminar starts Monday morning at 8:00am and Traveler travels on Sunday to ensure they arrive on time. Sunday is then a travel day. If Traveler travels 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 Traveler or Delegate, from the hotel, so that the Traveler may use the virtual credit card 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 by the Traveler.** The Traveler or Delegate should get verification from the hotel that they have received the credit card authorization form. It is also best for the Traveler to bring a copy of the credit card authorization form and name of individual who verified receipt on the trip.

Q: Why is a detailed agenda needed?

A: A detailed agenda is necessary to determine the allowability of expenses such as meals and hotel stays. Since the District will only reimburse expenses that comply with our travel policies, a detailed agenda allows us to provide you with the best estimate for your reimbursement.

Q: What if I don't want to travel using the lowest cost option to the District?

A: If you prefer not to travel using the lowest-cost option available for the District, that's completely fine. We will never dictate how you should travel; instead, we'll inform you of the reimbursement amount you're eligible to receive. This allows you the flexibility to choose your travel arrangements based on your preferences and comfort, while understanding the reimbursement policy in place. You are welcome to make your own decisions on how to book your travel, and we're here to support you with any questions or guidance you might need.

Q: What type of receipts and/or payment confirmations are acceptable to ensure the expense report is not returned?

A: Receipts or payment confirmations must include the following essential details: amount paid, payment method, description of goods/services, details of parties involved (buyer/vendor). If applicable, the following additional details are also encouraged: receipt/confirmation #, terms & conditions, signatures, tip amounts.

NOTE: It is especially important to provide detailed receipts when expenses are charged to a District credit card, as incomplete documentation may result in a returned expense report.

EXHIBIT C – DISTRICT'S SERVICE AREA