Please attach the following applicable documentation to the Expense Report before submitting for processing. Any Expense Report that does not have the proper documentation will be returned to the traveler, which could result in delayed processing and reimbursement.

District Travel Website: https://www.avc.edu/administration/busserv/travel

☐ **Board Approved Travel Report**
Board Approved Travel Report from Board Docs is required for all Expense reports. The correct report can be found by searching BoardDocs (https://go.boarddocs.com/ca/avc/Board.nsf/Public) using your Pre-Approval (PA) # (For Ex: 10000499557).

☐ **All Receipts**
All receipts are required for both District paid expenses and out of pocket expenses. See travel policy for those items that are not reimbursable: https://www.avc.edu/administration/busserv/chrome-river

☐ **Conference/Event Agenda**
If claiming meals, the conference/event agenda is required.

☐ **Student Roster**
Upload the completed and approved Student Roster if Students were Traveling – Please see the current Student Roster form on the District's Travel Webpage for instructions on processing..

Please Note:
➢ All travel will require an Expense Report (formerly known as a Travel Reimbursement) to be submitted even if the traveler is not requesting reimbursement.
➢ 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 accounts_payable@avc.edu.
➢ Refer to the section "Allowable Expenditures" in the Travel Policy and Procedures when completing your Expense Report.
➢ Expense Reports for Mileage Only do not require any uploaded documentation. Please see the Employee Travel Policy for details.
➢ Mileage is reimbursed at the IRS Standard Mileage Rates.
➢ Meal per diem is per GSA rates.