

PRE APPROVAL DOCUMENTATION CHECKLIST

Please attach the following applicable documentation to the Pre Approval before submitting for processing. Any Pre Approval that does not have the proper documentation will be returned to the traveler, which could result in delayed processing and submission to the earliest Board meeting for approval. **Please see the Employee or Student Travel Policy and Procedures for complete details on required documentation.**

***NOTE:** If an attachment exceeds 20 pages, please contact travel@avc.edu before uploading to the Pre-Approval.*

District Travel Website: <https://www.avc.edu/purchasing-and-contracts/travel>

☐ **Student Roster**

Upload a Student Roster if Students are Traveling – Please see the current Student Roster form on the District’s Travel Webpage for instructions on processing.

☐ **Conference/Event Agenda**

Upload conference/event agenda Information – If a detailed agenda is not available, please note this in the comments section of your PA and upload a document showing the dates and location. When a detailed agenda becomes available, the traveler will be responsible to make any necessary changes to their travel to ensure that the District’s Travel Policy is being followed.

***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.*

☐ **Conference Registration**

Upload Conference Registration documentation noting costs – if requesting check payment, please also upload the remit information for the check.

☐ **Quotes**

Upload all quotes – Hotel, Airfare, Parking, etc. – to support requested amounts. If costs are being covered by another entity, please note this in the comments section of your PA and upload the quotes for insurance purposes.

☐ **Staff Development Funded Travel**

Travel funded by staff development will require the Staff Development Proposal Determination Form uploaded to the Pre-Approval and Expense Report.

☐ **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 leave request must be uploaded with the documents in the Pre-Approval.

Please Note:

- Pre Approvals for International” and Student travel must be Board approved prior to taking the trip.
- Deadline for submission **and** approval of Pre Approvals for the Board Report can be found here: <https://www.avc.edu/purchasing-and-contracts/board-deadlines>
- You must submit your expense request within 30 days of last day of travel; for Travel in June, please see EOY deadlines on the Purchasing Website for Expense report deadlines, <https://www.avc.edu/purchasing-and-contracts>
- The funding utilized for your travel may have additional requirements & processes; travelers will need to verify this with the responsible fund manager.
- To reserve a District Vehicle and/or Driver, please submit a Facilities Vehicle & Gas Card Request found on Campus Events & Transportation website: <https://www.avc.edu/facilities-services/campus-events-transportation>