

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.

- Completed and approved Executive Council Travel Checklist with required documentation
- Upload a Student Roster if Students are Traveling (Required for both Virtual and Physical Travel) – The Roster must be signed by the President after the Board approves the travel and then forwarded to the emails noted on the Roster.
- Upload Meeting/Conference Agenda
- Upload Conference Registration documentation noting costs
- Upload the completed registration form(s) (if applicable).
- Upload all quotes – Hotel, Airfare, Parking, etc.
- To reserve a District Vehicle and/or Driver, you must provide a copy of VP/President-APPROVED Trip Request to Facilities Services via the Facilities Work Request System as a Facilities Use Request (FUR).

Please Note:

- Travel is not allowed to the states identified below per the California Attorney General's Office (AB 1887). **This list is subject to change and is to be verified by the traveler at <https://oag.ca.gov/ab1887>**
 - Alabama
 - Arkansas
 - Florida
 - Idaho
 - Iowa
 - Kansas
 - Kentucky
 - Mississippi
 - Montana
 - North Carolina
 - North Dakota
 - Ohio
 - Oklahoma
 - South Carolina
 - South Dakota
 - Tennessee
 - Texas
 - West Virginia
- Pre Approvals for “Out of State” and “International” travel must be Board approved prior to taking the trip.
- Deadline for submission **and** approval of Pre Approvals for the Board Report is typically the 2nd Tuesday before the Board meeting. Please see the board deadlines for dates:
<https://www.avc.edu/administration/busserv/purchasingboarddeadlines>
- Pre Approvals must be approved by both the Dean/Director and the Vice President/President. ALL travel requires board approval. If travel occurs before board approval, it will have to be ratified (Board approved after the fact) and could delay reimbursement. Please check the appropriate box in the header of your Pre-Approval if you don't think your request will be approved by the board deadline:
<https://www.avc.edu/administration/busserv/purchasingboarddeadlines>
- You must submit your expense request within 30 days of last day of travel.

All required travel documentation must be completed and received by Purchasing a minimum of 10 business days prior to the first day of travel to be processed.