

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 if any of the following criteria are met:
 - Students Traveling
 - Cost exceeds \$2,500.00
 - Traveler has attended 2 overnight, off site events/conference/seminars this semester
 - Traveler is an hourly or probationary employee
 - Travel is international or in and excluded state per AB1887 (see below)

- Upload Hotel Credit Card (CC) Authorization form

- Upload Conference Registration documentation

- Upload the completed registration form(s).

- 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):
 - Alabama
 - Kansas
 - Kentucky
 - Mississippi
 - South Carolina
 - Iowa
 - North Carolina
 - South Dakota
 - Tennessee
 - Texas
 - Oklahoma

- Pre Approvals for “Out of State” and “International” travel must be Board approved prior to taking the trip.
- Deadline for submission of Pre Approvals for the Board Report is the 2nd Tuesday before the Board meeting.
- 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.
- 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.