

Requester Name: _____
Travel Advisor Name: _____
Event Name: _____
Destination: _____

Max # of Students: _____
Date(s): _____
Start Time: _____
End Time: _____

Meal Money Amount Per Student: _____
 (Use Emburse to estimate \$)

	900 #	Student Names	Signature	Roll Call
1				☐
2				☐
3				☐
4				☐
5				☐
6				☐
7				☐
8				☐
9				☐
10				☐
11				☐
12				☐
13				☐
14				☐
15				☐
16				☐
17				☐
18				☐
19				☐
20				☐

**If more than 20 students traveling, include additional signed forms.*

1. Requester completes highlighted fields of the Student Roster and uploads into Emburse with Pre-Approval (PA); if student names are unknown, note TBD on the uploaded Student Roster then upload a second copy with student names & 900 #'s prior to your trip.
2. When Pre-Approval is fully-approved, Requester notes Pre-Approval # and Approval Dates below, then forwards the Student Roster with names and ID #s via Adobe Sign for review and signatures; cc: cashier@avc.edu in Adobe Sign (**at least 10 days prior to trip**).
3. The Cashier's office will notify the Travel Advisor when funds are available to distribute to Students. Cashier's office will collect Signature to verify funds received.
4. Travel Advisor takes roll call to confirm attendance at the beginning of the trip.
5. Upon return, Requester submits both **roll call & signed** Student Roster, obtained from the Cashier's office, with their Expense Report.

The Cashier's Office requires 10 Calendar Days to process Meal Money Requests. If there are changes to the Student Roster, an updated Student Roster with approval signatures must be sent to cashier@avc.edu at least 1 business day prior to anticipated pick-up of funds.

Pre-Approval #: _____ Pre-Approval Approved Date: _____ Board Approval Date: _____
 (actual or anticipated)

I, the Travel Advisor, confirm the information is correct and acknowledge that Student Travel requires Board approval prior to trip.

Travel Advisor Signature: _____
 _____ Date

President: _____
 _____ Name _____ Signature _____ Date _____