



# STUDENT TRAVEL POLICY AND PROCEDURES

Updated: 10/1/2025

District Travel Webpage: [www.avc.edu/purchasing-and-contracts/travel](http://www.avc.edu/purchasing-and-contracts/travel)

## Guide Updates for 10/1/2025 Release

Section	Page	Description of Update
Definitions	4	New section defining common travel documents and roles
Assistance	5	Replaces and expands upon the “Contact Us” section in previous manual
Policy Overview	5	Replaces and expands upon the “Policy” section in previous manual
Procedure Overview	8	Replaces and expands upon all or part of the following sections in the previous manual: Procedure, Pre-Approvals, Expense Reports, and Miscellaneous Travel Items
Allowable Expenditures	10	Replaces and expands upon the “Allowable Expenditures” section in the previous manual
First Time Emburse Enterprise Users	16	New section: Accessing Emburse Enterprise as a first time user.
Selections Available Within the “Paid By” Field	16	Replaces and expand upon the “Paid By Types” section in the previous manual
Pre-Approvals	18	New Section: Step-by-step guide on entering a Pre-approval.
Expense Reports	28	New Section: Step-by-step guide on entering an Expense Report.
Miscellaneous Travel Items	38	Replaces the “Miscellaneous Travel Items” section in the previous manual. Most of the items in this section of the previous manual were relocated into more applicable sections in the new manual.
Exhibit A – Travel Flowchart	40	New Section: Moved from website link.
Exhibit B – FAQ	41	Replaces and expands upon the “FAQ’s” section in the previous manual.
Exhibit C – District’s Service Area	43	New Section: Map defining District’s service area.
Exhibit D – Sample Pre-Travel Meeting Agenda	44	New Section: Sample meeting agenda for Student Trips

## Table of Contents

Guide Updates for 10/1/2025 Release.....	1
DEFINITIONS.....	4
ASSISTANCE.....	5
District Working Sessions.....	5
Emburse Enterprise User Guides.....	5
Travel Website.....	5
Contact Us.....	5
POLICY OVERVIEW.....	5
General.....	5
Code of Conduct.....	6
Chaperones.....	6
Transportation.....	7
Virtual Travel.....	8
International Travel.....	8
No-Cost To District Travel.....	8
Student Athlete Travel.....	8
Travel Agency.....	8
Agreements.....	8
PROCEDURE OVERVIEW.....	8
Outline of Procedure.....	9
FOAP/Funding.....	10
Instructional/Classroom Related Travel.....	10
Travel Paid From ASO Funds.....	10
Travel Paid From Auxiliary Funds.....	10
Travel Paid From Personal Funds (Out of Pocket [Employee Reimbursement]).....	10
ALLOWABLE EXPENDITURES.....	10
Transportation.....	11
Airfare (Air Travel → Airfare).....	11
Airport Parking (Ground Transportation → Parking).....	11
Baggage Fee (Air Travel → Baggage Fee).....	11
District Vehicles/Drivers.....	12
Shuttle Service (Ground Transportation → Taxi/Car Service/Shuttle).....	12
Uber/Lyft (Ground Transportation → Taxi/Car Service/Shuttle).....	12

Enterprise/National Rental Car (Ground Transportation → Car Rental) .....	13
Car Rental Fuel (Ground Transportation → Car Rental Fuel) .....	13
Meals – GSA .....	14
Hotel.....	14
Hotel Parking.....	15
Conference Fees.....	15
Course and Workshop Fees .....	15
Tournament Fees .....	16
Referee Costs .....	16
FIRST TIME EMBURSE ENTERPRISE USERS .....	16
Procurement & Virtual Card/Standing Purchase Order Agreement .....	16
SELECTIONS AVAILABLE WITHIN THE “PAID BY” FIELD .....	16
No Cost To District .....	16
District Credit Card/Virtual Credit Card .....	17
Out Of Pocket (Employee Reimbursement) .....	18
District Check .....	18
Employee Owed To District .....	18
District Cash Advance .....	18
PRE-APPROVALS .....	18
Creating Pre-Approvals .....	19
EXPENSE REPORTS.....	28
Creating Expense Reports From A Pre-Approval .....	28
MISCELLANEOUS TRAVEL ITEMS .....	38
Trip Insurance .....	38
Travel Changes.....	38
Cancellations.....	38
Personal Travel Points.....	38
Personal Time Included With District Travel .....	38
EXHIBIT A - TRAVEL FLOWCHART .....	40
EXHIBIT B - FAQ's.....	41
EXHIBIT C – DISTRICT’S SERVICE AREA .....	43
EXHIBIT D – SAMPLE PRE-TRAVEL MEETING AGENDA .....	44

*The purpose of this manual is to summarize allowable District business related travel expenditures for Employees and Students, and to provide instructions to guide you through the travel management process, from the request (Pre-Approval) through reimbursement (Expense Report). Please read the information in the order it is presented within this manual to avoid disruption to travel or delays in reimbursement.*

## DEFINITIONS

**Emburse Enterprise (fka Chrome River):** Emburse Enterprise (fka Chrome River) is the web-based system the District uses to submit travel forms. Emburse Enterprise may be accessed through myAVC by District Employees.

**Pre-Approval:** The Pre-Approval is the travel form Employees submit electronically through the Emburse Enterprise system to request travel prior to a trip. A Pre-Approval is required for all travel except in-District mileage only reimbursements; In-District mileage only reimbursements only require an Expense Report.

**Expense Report:** The Expense Report is the travel form Employees submit electronically through the Emburse Enterprise system upon return from a trip. The only instance in which an Expense Report is not needed is when there are no costs incurred on a trip. In these instances, Employee will need to contact [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) to request to expire the Pre-Approval to release any funds.

**Student:** District Student traveling.

**Travel Advisor:** Employee, with a minimum age of 21, planning and organizing the logistics of the trip; responsible for accompanying Students on trip, and ensuring the safety, well-being, and proper behavior of Students during the duration of the trip. The Travel Advisor, or one of the Chaperones, must be a supervisor, manager, or other administrator of the District.

**Chaperone:** District Employee, with a minimum age of 21, accompanying Students on trip; responsible for ensuring the safety, well-being, and proper behavior of Students during the duration of the trip. At least one Chaperone, or the Travel Advisor, must be a supervisor, manager, or other administrator of the District. Short Term Hourly Employees are not permitted to travel for professional development purposes due to the temporary and project-based nature of their roles. However, there may be exceptions when they're needed as additional Chaperones for Student trips and no full-time staff are available. These situations would be reviewed on a case-by-case basis.

**Traveler:** District Employee (Travel Advisor or Chaperone) traveling on behalf of the District. Short Term Hourly Employees are not permitted to travel for professional development purposes due to the temporary and project-based nature of their roles.

**Delegate:** District Employee submitting travel forms and/or booking travel on behalf of the Traveler.

**Employee:** Traveler or Delegate depending on context.

## ASSISTANCE

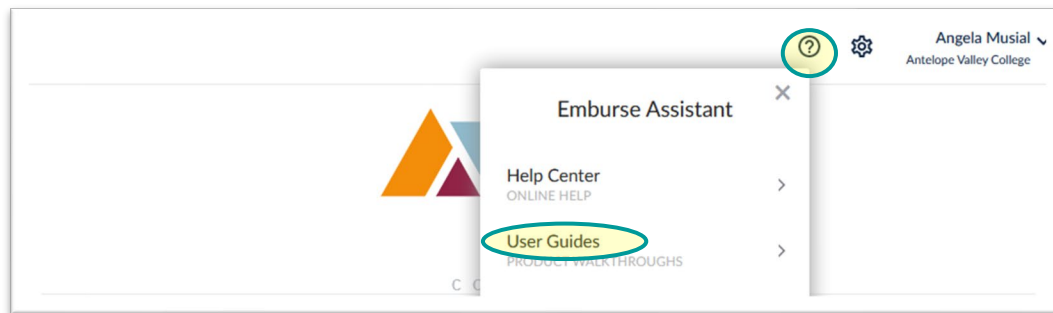
We're here to help and this manual is your best starting point. If you need additional assistance, the following options are available:

### District Working Sessions

Working Sessions are held in a computer lab with Purchasing and Fiscal Services Staff available to answer questions and assist in submitting requests. Please visit the following link for complete details and scheduled dates: [www.avc.edu/purchasing-and-contracts/training](http://www.avc.edu/purchasing-and-contracts/training)

### Emburse Enterprise User Guides

Within the Emburse Enterprise System, Employees may access User Guides that provide a walkthrough of different processes. To access the User Guides, click **?** in the upper left hand corner of the Emburse Enterprise Screen and select User Guides.



### Travel Website

Additional resources can also be found on the District's Travel Page:  
[www.avc.edu/purchasing-and-contracts/travel](http://www.avc.edu/purchasing-and-contracts/travel)

### Contact Us

Pre-Approval Report Questions: [travel@avc.edu](mailto:travel@avc.edu), 661-722-6310

Expense Report Questions: [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu), 661-722-6309

## POLICY OVERVIEW

### General

Student travel and field trips in support of District programs or functions may be allowable and require supervision of a District Employee, including a Travel Advisor as well Chaperone(s) depending on number of Student attendees. At least one District Employee participating in a Student trip must be a supervisor, manager, or other administrator of the District. The purpose of this policy is to cover the requirements of Student travel and what is an allowable expenditure in these circumstances.

Travel requests must be allowable under Education Code (Section 87032 and 87706), Government Code (Section 11139.8), the Budget and Accounting Manual (BAM), Board Policy (Section 4300 and 7400),

Administrative Policy (Section 4300, 6530, 7160 and 7400), and State Legislature. **ALL STUDENT TRAVEL REQUIRES PRIOR APPROVAL BY THE BOARD OF TRUSTEES.**

Students are required to observe the regulations and all standards described in the Antelope Valley Community College District's (District) Student Conduct and the California Education Code.

Students, Travel, Advisors, and Chaperones must follow all policies relating to no-use of alcohol and drugs. The California Education Code and the District policy prohibits the possession and/or use of alcoholic beverages (regardless of Student's age), narcotics, or dangerous drugs.

Meals, Mileage, and other travel related expenses for voluntary Student travel may or may not be provided or reimbursed to the Student by the District.

### Code of Conduct

- All participants—both minors and adults—must adhere to the District's Student Code of Conduct (Board Policy 5500 – Standards of Conduct).
- Clear expectations for behavior and consequences for violations must be communicated by the Travel Advisor to all attendees prior to travel; see Exhibit X for sample pre-travel meeting agenda.
- The District strictly prohibits the possession, use, or consumption of alcohol and illegal substances by all participants during the trip, regardless of age. This applies to Students, Travel Advisors, and Chaperones.
- District Employees may possess and use lawfully prescribed controlled substances in accordance with applicable law and District policy.
- Students may only possess or use lawfully prescribed controlled substances if such use is disclosed on the Student Field Trip Waiver Form and approved by the District in advance of travel.
- In accordance with California Education Code(s) § 76030-76037 and District policy, Students may be subject to discipline for the unlawful use, possession, or distribution of illegal substances, controlled substances or alcoholic beverages while participating in District-sponsored activities.
- Any incidents of misconduct must be documented by the Travel Advisor/Chaperone and reported to college administration immediately.

### Chaperones

The District requires at least 2 District Employees, including the Travel Advisor, serve as Chaperones for each trip with up to 15 Student participants. For every additional group of 10 Students, an additional Chaperone is to be assigned. Furthermore, at least one District Employee serving as either the Travel Advisor or Chaperone must hold a supervisory, managerial, faculty or other administrator role within the District. Any exceptions to the number of attending Chaperones must be approved by Risk Management.

Chaperones may be required by the District to complete any required background checks and training as determined by the District.

Chaperones are required to:

- Maintain open communication with Students, parents/guardians, and other staff;

- Provide continuous and adequate supervision of minors;
- Distribute emergency contact information and a detailed trip itinerary to parents/guardians;
- Notify parents/guardians of any significant incidents or deviations from the itinerary;
- Enforce all applicable District policies and codes of conduct;
- Respond to emergencies appropriately and maintain accurate documentation of attendance and incidents, including:
  - Contacting emergency services when necessary; and
  - Promptly notifying the minor's parent/guardian and District administration.

**To ensure the safety and protection of both Students and Employees, one-on-one travel between an Employee and Student is not permitted.**

### Hotel

Separate accommodations must be provided for Students based on gender identity when applicable.

Minors (Students under the age of 18) must have separate accommodations from non-minor Students on overnight trips. Exceptions may be made for SOAR Students who have reached 18 years of age; in such cases, please consult the Principal of SOAR, Risk Management and VP of Student Services for guidance.

Travel Advisors/Chaperones must conduct nightly check-ins to ensure the safety and well-being of Students.

### Transportation

There must be at least one Chaperone per vehicle (District and/or Chartered).

Minors must be supervised during transit, including while boarding and disembarking vehicles.

Students are NOT permitted to be transported in Employee vehicles. If an adult Student elects to take their own transportation, they must complete the Voluntary Transportation Agreement For Adult Students form section of the Student Field Trip Waiver Form, and submit to the Travel Advisor for approval.

### Student Roster

Travel Advisor is responsible to ensure that a Student Roster (located on the Travel website) is uploaded with the Pre-Approval for all Student travel. If Student information is not available at the time the Pre-Approval is entered into the system, a completed Student Roster noting the max number of Students and TBD for the names must be uploaded. Prior to the trip, an approved Student Roster with Student information must be uploaded into Emburse Enterprise and shared with the Travel Advisor's VP office. Please see the Student Roster form for additional instructions on processing the Student Roster.

### Student Field Trip Waiver

Travel Advisor is responsible to ensure that a Student Field Trip Waiver (located on the Travel website) is completed by each attending Student prior to the trip. The Travel Advisor is to keep copies of the



completed waivers during travel and ensure that copies are securely filed by the Travel Advisor's Dean/Division and VP of Student Services office for a minimum of 3 years, unless required otherwise by District Legal Counsel.

### Virtual Travel

All Virtual Travel (webinars, trainings, etc.) is to be entered as a Requisition in the Banner system using account code 5240. A Pre-Approval and/or Expense Report is NOT needed.

### International Travel

All foreign receipts require a U.S. cash conversion (such as a bank statement). A Pre-Approval and Expense Report is required.

### No-Cost To District Travel

If the District will not incur any travel expenses for out of District travel, the Employee will still need to enter a Pre-Approval and provide a Fund-Org-Program in the event of incidentals. The Employee should select the expense Type "Miscellaneous/Other" with a \$1 and the "No Cost to District" in the Paid By field of the Expense Report. If there are hotel and airfare costs covered by a third party, the Employee must upload these documents to the Pre-Approval and Expense Report for liability/insurance purposes. Include details in the comments section of the Pre-Approval as necessary.

### Student Athlete Travel

Please contact the District's Purchasing Department for additional guidelines and procedures for Student Athlete Travel.

### Travel Agency

The District does not allow, nor will the District provide reimbursement for, Travel Agency and related expenses.

### Agreements

Any travel expenditure that requires an agreement (charter bus, hotel booking, etc.) must follow the District's contract process found at: <https://www.avc.edu/purchasing-and-contracts/contract-services>. This is to ensure that contracts are reviewed and approved **prior** to the submittal of a Pre-Approval. **Only the Superintendent/President is authorized to sign agreements (including quotes or order forms) on behalf of the District.**

## PROCEDURE OVERVIEW

All travel and estimated expenses should be fully approved prior to travel being booked or incurring any expense. **It is the responsibility of the Traveler and/or assigned delegate to ensure requests are completed and approved.** This includes securing approval for the request and coordinating all necessary arrangements such as payment of registration fees, air travel, hotel accommodations (including occupancy tax waiver and credit card authorization forms), and any other required expenses. Emburse Enterprise is the District's online travel management system. Pre-Approvals may be completed by an assigned Delegate. There should be one Pre-Approval in Emburse Enterprise for each Employee when

traveling in a group; Chaperones may be included on the Travel Advisors Pre-Approval in the event reimbursement is **ONLY** required for the Travel Advisor.

### Outline of Procedure

The Emburse Enterprise Travel Flowchart (Exhibit A) provides a snapshot of the District's Travel Procedure. Below is an outline of this procedure. Step-by-step instructions for creating a Pre-Approval and Expense Report can be found in the Pre-Approvals and Expense Reports section of this document.

1. Employee gathers supporting documentation for the purpose and estimated costs of travel.

***NOTE:** A Student Roster (located on the Travel website) is required and must be uploaded with the Pre-Approval for all Student travel. If Student information is not available at the time the Pre-Approval is entered into the system, a completed Student Roster noting the max number of Students and TBD for the names must be uploaded. Prior to the trip, an approved Student Roster with Student information must be uploaded into Emburse Enterprise. Please see the Student Roster form for additional instructions on processing the Student Roster.*

2. Employee submits a travel request, known as the Pre-Approval (PA), through Emburse Enterprise, which can be accessed through myAVC. **Requested amounts are determined estimating the MAX number of Students attendees.**
3. Employee waits to receive notification of approval; if a virtual credit card is issued, the card will become active 1-2 business days after the Pre-Approval has become fully approved, so the Employee can make travel arrangements.

***NOTE:** Regardless of a Pre-Approval's approval status, the Employee will only be reimbursed for allowable expenditures and lowest cost to the District per the District's Travel Policy and Procedures.*

4. Employee is responsible for making travel arrangements. Accounts Payable will issue check payments as requested, so long as a minimum of 10 business days is provided from the date the Pre-Approval is fully approved.

***NOTE:** Travel Advisor is responsible to ensure that all Students complete a Student Field Trip Waiver prior to the trip. The Travel Advisor is to keep copies of the waiver during travel and ensure that copies are securely filed by the Travel Advisor's Dean/Division and VP of Student Services office for a minimum of 3 years, unless required otherwise by District Legal Counsel.*

5. Upon returning from a trip, Employee gathers receipts and completes the Expense Report no later than thirty (30) days from the last day of travel. An Expense Report is required even if a reimbursement is not needed and is necessary to close out the trip within Emburse Enterprise. An Expense Report is also required for in-District mileage only reimbursements, **even though a Emburse Enterprise Pre-Approval is not needed.** In-District mileage must be submitted within five (5) days of the end of each month. One submission per semester is NOT acceptable. The only instance in which an Expense Report is not needed is when there are no costs incurred on a trip. In these instances, Employees will need to contact [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) to request to expire the Pre-Approval to release any funds

**NOTE:** Expense Reports for travel in June must be submitted by the End of Year (EOY) deadlines located on the Purchasing Departments Website, <https://www.avc.edu/purchasing-and-contracts>.

6. Traveler monitors their email for additional instructions from Accounts Payable (AP). AP will verify budget availability and review Traveler's documents for accuracy and completeness.
7. Traveler checks District mailbox 14 days after the Expense Report has been fully approved for either a reimbursement check or an invoice for monies owed to the District.

### **FOAP/Funding**

Employee is required to select the Fund-Org-Program (FOAP) for the Pre-Approval, even if the trip is "No-Cost to District Travel." The system will automatically route the Pre-Approval to the appropriate Fund Manager.

#### Instructional/Classroom Related Travel

If travel is listed on the course syllabus, Employees must upload a copy of the course syllabus before submitting the Pre-Approval. Additionally, the program code for the FOAP must begin with a number other than "6."

#### Travel Paid From ASO Funds

If the travel is being funded by ASO, Employee will enter their travel as usual. If the ASO FOAP indicates insufficient funds, the Employee is to contact their Fiscal Services Representative before submitting their Pre-Approval.

#### Travel Paid From Auxiliary Funds

If the travel is being funded by Auxiliary funds, please contact the department's Fiscal Services Representative to transfer funds to the District FOAP prior to submitting the Pre-Approval.

#### Travel Paid From Personal Funds (Out of Pocket [Employee Reimbursement])

If a Traveler has received permission to travel via the Pre-Approval process and would like to fund the travel personally and be reimbursed by the District that is acceptable. All receipts must be uploaded into the Expense Report which will correspond with the Pre-Approval.

## **ALLOWABLE EXPENDITURES**

***It is the responsibility of each employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District. Regardless of a PreApproval's approval status, the Traveler will only be reimbursed for allowable expenditures and lowest cost to the District per the District Travel Policy and Procedures.***

A detailed agenda uploaded to a Traveler's Pre-Approval is necessary to confirm the allowability of hotel and meal expenditures. If a detailed agenda is not available, please note this in the comments of the Pre-Approval and upload a document noting the dates, times and location.

**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.*

## Transportation

***It is the responsibility of each Employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District.***

### Airfare (Air Travel → Airfare)

Airfare is allowable for economy class at the lowest option fare (such as Wanna Get Away, Basic Economy, Non-Refundable, etc.). Airfare estimated at \$400 or greater must include documentation in Emburse Enterprise demonstrating best value to the District (e.g. price list of flight options from travel site such as Expedia and Southwest). Should the Traveler or Delegate book business class, first class, higher cost ticket and/or higher cost airport, the Traveler will receive an invoice and be personally liable for the difference.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Airfare Quote (such as website pricing), documentation supporting best value if estimated expense is \$400 or greater (price list of flight options from Expedia and Southwest), Student Roster with Travel Advisor's Request, and course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, and course syllabus as applicable*

***Any airfare funded by Federal funds must comply with the Fly America Act, <https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act>.***

### Airport Parking (Ground Transportation → Parking)

Airport Parking is allowable if approved in advance on the Pre-Approval. The District will only reimburse Travelers up to economy rates. Parking is an out of pocket (Employee reimbursement) expense unless economy parking online reservations is made in advance to guarantee the parking spot and lowest cost. Valet or Premium parking is NOT allowable.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

### Baggage Fee (Air Travel → Baggage Fee)

Baggage fees for one checked bag are allowable if approved in advance on the Pre-Approval.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

District Vehicles/Drivers

The District has vehicles, such as vans and buses that can accommodate several people traveling to the same location. District vehicles can ONLY be used to transport District employees and Students. Traveler pick up for travel must be at an approved location – such as a District site. The District will not pick up a Traveler or Student at their home. Please be sure to contact the Campus Events Office to schedule the use of a vehicle.

When travel involves District drivers who require hotel accommodations and/or meal per diem, it is the responsibility of the Employee to coordinate with Campus Events to process the required Pre-Approval (PA) and Expense Report.

**NOTE:** *Campus Events does require a fully-approved Pre-Approval form in order to begin making reservations. For more information, please contact Campus Events at Ext. 6562 or see webpage: [www.avc.edu/administration/facilities/fscampusevents](http://www.avc.edu/administration/facilities/fscampusevents)*

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Student Roster with Travel Advisor's Request, course syllabus as applicable*

Shuttle Service (Ground Transportation →Taxi/Car Service/Shuttle)

Traveler or Delegate must demonstrate that the Shuttle Service provides the lowest cost option to the District (consider the Van Nuys Fly Away as an option, [www.iflyvny.com/en/parking/parking-rates](http://www.iflyvny.com/en/parking/parking-rates)). Traveler or Delegate may request a virtual credit card or request reimbursement.

Any service requiring an agreement (charter bus, etc.) must follow the District's contract process found at: <https://www.avc.edu/purchasing-and-contracts/contract-services>. This is to ensure that contracts are reviewed and approved prior to the submittal of a Pre-Approval. **Only the Superintendent/President is authorized to sign agreements (including quotes and order forms) on behalf of the District.**

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Shuttle Quote (such as website pricing) and documentation demonstrating lowest cost to the District, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

Uber/Lyft (Ground Transportation →Taxi/Car Service/Shuttle)

For transportation services between hotel, event and airport (not to/from District), costs are allowable **if selecting the ride option that is the lowest cost to the District** and approved in advance on the Pre-Approval. Lowest cost options include UberX Pickup Now and Lyft Standard. Service to restaurants, shopping, sight-seeing, etc. is not covered. The maximum tip reimbursement is 20%.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Student Roster with Travel Advisor's Request, course syllabus as applicable*

- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

#### Enterprise/National Rental Car (Ground Transportation → Car Rental)

Car Rentals are an out-of-pocket expense ONLY and must be reserved with the Traveler's personal credit card. Reimbursement will be issued after the trip. THERE ARE NO EXCEPTIONS TO THIS RULE. Car Rentals require a physical credit card which is used as a second form of ID verification in order to release a vehicle and Emburse can ONLY process reimbursements for this type of expenditure.

Enterprise/National is the only car rental option for reimbursement by the District if providing the lowest cost option – no other rental car company may be used for Student/Employee Travel. The District has discounted rates with Enterprise/National Rental Car for Business Use and an account code is needed to ensure the best rate is offered; the Traveler will need to contact [travel@avc.edu](mailto:travel@avc.edu) for the Enterprise/National Rental Car Business Use Account information. Additional insurance MUST BE ACCEPTED when renting a vehicle. The car rental company will require Traveler to provide their credit card, valid Driver's License and may also require current proof of insurance. Type of rental must demonstrate to be economical and least expensive available. Compact cars are to be utilized, except when there are three or more traveling; in these circumstances, a mid-size car is allowable.

**NOTE:** *Per AP6530, no employee shall operate a 15-passenger van unless the employee holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles*

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Enterprise Rental Car Quote, Uber/Lyft comparison quotes (ex. website pricing), Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

#### Car Rental Fuel (Ground Transportation → Car Rental Fuel)

The District will reimburse fuel for approved Enterprise/National Rental Cars to and from the travel (conference) site, hotel (if different from the travel site) and rental car location for approved rental car requests. Fuel reimbursement for travel to restaurants, shopping, sight-seeing, etc. is not allowable.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

**NOTE:** *Employees, please see the Employee Travel Policy and Procedures for allowable Employee transportation.*



## Meals – GSA

Traveler meals are an out-of-pocket expense ONLY. Reimbursement will be issued to Traveler after the trip. Students are provided a cash advance for meals through the processing of a Student Roster form. Funds are distributed by the Cashier's Office to Students. See the Student Roster form for processing instructions.

The District utilizes the General Services Administration (GSA) established meal per diem rates for the lower 48 Continental United States ([www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem](http://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem)). The per diem is determined based on the city and state to which the Traveler will be traveling. The per diem rate automatically populates in the Emburse Enterprise travel program. Meals will not be reimbursed if provided by the conference, hotel or other applicable entity. The current reimbursable meal times are as follows:

- Breakfast: Travel between 5:00 a.m. and 9:00 a.m.
- Lunch: Travel between 11:00 a.m. and 2:00 p.m.
- Dinner: Travel between 5:00 p.m. and 9:00 p.m.

ONLY check "Travel Day" on the days the Traveler is traveling and NOT attending conference events. If the conference/convention/event is taking place "In District", per diem is not allowable.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Student Roster with Travel Advisor's Request, course syllabus as applicable*

## Hotel

***It is the responsibility of each Employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District.***

**Hotels are the ONLY allowable type of accommodation. Accommodations, including but not limited to the following, are NOT allowable:** Airbnb/VRBO (or similar accommodation), campgrounds/campsites, recreational vehicles, bed & breakfasts, rental properties, and yachts/boats.

Hotel stays are allowable when attending a multi-day event located far enough that it would result in a workday exceeding 10 hours (including commute time), or when total travel time in a single day would exceed 10 hours.

**Example:** A one-hour drive each way plus an 8.5-hour conference totals 10.5 hours.

When determining total hotel costs for the Pre-Approval, please include all taxes and fees in the total amount. If a hotel selection or hotel expense is found to be premium, the Traveler may incur personal liability for the difference, depending on the circumstances surrounding the cost.

Hotels must be paid by District Credit Card (virtual card). Make sure the Hotel accepts credit card authorization forms before submitting the Pre-Approval. Some Hotels may only accept a personal credit card (not virtual). **Employee will need to obtain a credit card authorization form from the hotel prior to the Traveler's stay in order to allow payment with the virtual credit card issued. Additionally, Traveler**

will need to make arrangements to pay for multiple rooms in a single transaction to avoid declined transactions as a result of suspected fraudulent activity or held funds. Room, Tax, Resort Fee and Parking (if on the Pre-Approval) are the only allowable items. Incidentals must be supported by the Traveler's personal credit card. Traveler is responsible to review all hotel folios in relation to the trip to ensure no additional charges have been made; Employees and Students will be responsible to reimburse the District for all additional charges including charges that occur after checking out of the hotel.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Hotel Quote, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Hotel Folio (Receipt), Student Roster with Travel Advisor's Request, course syllabus as applicable*

### Hotel Parking

***It is the responsibility of each Employee to be a good steward of taxpayer dollars (AP 3050) and use the solution that is the lowest cost to the District.***

(Ground Transportation→Parking)

Overnight parking at a hotel is allowable if approved in advance on the Pre-Approval. Valet parking will not be reimbursed, unless self-parking is not an option at the Hotel.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Hotel Folio (Receipt), Student Roster with Travel Advisor's Request, course syllabus as applicable*

### Conference Fees

(Registration Fees→Conference/Seminar/Event)

Attach the conference registration information to the Pre-Approval. If the fees must be paid by District check, the remit address must be available in the attached documents and the Pre-Approval must be fully approved a minimum of 10 business days prior to the trip.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Document showing pricing, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

### Course and Workshop Fees

(Registration Fees→Conference/Seminar/Event)

Attach the registration information to the Pre-Approval. If the fees must be paid by District check, the remit address must be available in the attached documents and the Pre-Approval must be fully approved a minimum of 10 business days prior to the trip.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Document showing pricing, Student Roster with Travel Advisor's Request, course syllabus as applicable*



- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

### **Tournament Fees**

(Registration Fees→Conference/Seminar/Event)

Attach the tournament registration information to the Pre-Approval and submit for approval. If the fees must be paid by District check, the remit address must be available in the attached documents and the Pre-Approval must be fully approved a minimum of 10 business days prior to the trip.

- ☐ *Pre-Approval Supporting Documents: Detailed Agenda, Document showing pricing, Student Roster with Travel Advisor's Request, course syllabus as applicable*
- ☐ *Expense Report Supporting Documents: Board Approved Travel Report, Detailed Agenda, Receipt, Student Roster with Travel Advisor's Request, course syllabus as applicable*

### **Referee Costs**

Please submit a request through Arbiter referee fees.

## **FIRST TIME EMBURSE ENTERPRISE USERS**

If employee is a first time Emburse Enterprise user, they will need to gain access to the system by contacting [travel@avc.edu](mailto:travel@avc.edu). Purchasing will verify that the Employee: (1) Has reviewed and understands the District's Travel Policy and Procedure; (2) Has a Procurement & Virtual Card/Standing Purchase Order Agreement on file; and (3) Setup is complete in the Banner system. Once verification is complete, Purchasing will send a request to the District's ITS department to provide access to the system. Employees should allow up to three (3) business days for IT to process the access request.

### **Procurement & Virtual Card/Standing Purchase Order Agreement**

This Agreement must be on file with the Purchasing Department prior to setting up Employee Emburse Enterprise access. The agreement is signed by the Employee and appropriate administrator. Employees will only be required to complete a new agreement should the terms of the agreement be updated. Employees can obtain a copy of an agreement for completion from the District's Travel website:

[www.avc.edu/purchasing-and-contracts/travel](http://www.avc.edu/purchasing-and-contracts/travel)

## **SELECTIONS AVAILABLE WITHIN THE "PAID BY" FIELD**

### **No Cost To District**

Can be selected for Pre-Approvals and Expense Report. This Paid By type is used to identify expense lines that have no cost to the District (see No-Cost to District Travel under Miscellaneous Travel Items).

### District Credit Card/Virtual Credit Card

Can be selected for Pre-Approval and Expense Report. A Traveler or Delegate will select District Credit Card as the Paid By type in the Pre-Approval (PA) and Expense Report when payment will be made with a District Credit Card. A Virtual Credit Card will be issued to the Traveler and become active 1-2 business days after the Pre-Approval is FULLY APPROVED to book travel for the approved District Credit Card expenses. **The Virtual Credit Card can ONLY be used for the “District Credit Card” expenses approved on the Traveler’s Pre-Approval.**

If selecting District Credit Card as the Paid By type, but do not need a virtual credit card to be issued (for example, using a VP’s District Card), please note this in the comments section of the Pre-Approval.

**The Traveler and/or Delegate is responsible to email [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.**

The virtual credit card is a “live” credit card and must be secured. Virtual credit cards or “V-Cards” are issued to Travelers to book and pay for travel when they have requested Pre-Approval expenditures to be paid by District Credit Card on their Pre-Approval. All Delegates that V-Card information is shared with must have access to Emburse Enterprise. This ensures the District has the necessary information on file to provide access to District Credit Card Information.

Please visit the “Emburse Virtual Credit Card Information” section of our Travel Webpage, [www.avc.edu/purchasing-and-contracts/travel](http://www.avc.edu/purchasing-and-contracts/travel), for details on:

- Accessing Your Emburse Virtual Credit Card
- Using & Sharing Your Emburse Virtual Credit Card
- Declined Credit Card Transactions
- What To Do Upon Return From Your Trip

**WE DO NOT RECOMMEND ANY PERSON TRAVEL WITHOUT THEIR PERSONAL CREDIT CARD.** Traveler’s will need to provide their personal credit card for incidentals and may also need it in the event of a vendor processing error.

If a Traveler needs to make a credit card payment in person or must present a credit card to a vendor (e.g., hotel), the Traveler or Delegate must contact the vendor in advance to confirm any specific requirements for the District Virtual Card—such as completing a credit card authorization form. If required, this form must be submitted by the Employee and processed prior to the hotel stay, in accordance with the hotel’s policy.

**For hotel bookings involving multiple rooms paid with a District Virtual Card, the Traveler must coordinate with the hotel to ensure that all rooms are charged in a single transaction.** This is to avoid declined charges due to suspected fraud or transaction holds related to multiple, rapid charges.

Expenditures on the Expense Report paid by the virtual credit card must be linked to the credit card transactions from the Emburse Enterprise e-wallet as instructed in the section “Creating Expense Reports from a Pre Approval”.

### **Out Of Pocket (Employee Reimbursement)**

Can be selected for Pre-Approval and Expense Reports to identify an expense that a Traveler will pay out of pocket and request reimbursement for on their Expense Report. **Out of pocket expenses must be paid by each individual Traveler; the District cannot reimburse a Traveler for another Traveler's expenses.**

### **District Check**

Can be selected for Pre- Approval and Expense Reports to identify an expense that the District pays by check. The Pre-Approval must include documentation which shows remit information for processing a check.

A Pre-Approval must be completed and fully approved a minimum of 10 business days prior to the first day of travel in order for the District to issue a check; Traveler may also need to plan for additional time to book the travel as well.

### **Employee Owed To District**

Can be selected on the Expense Report to identify amounts owed to the District by the Traveler.

Please contact your Department's Fiscal Services Representative regarding processing of any amounts owed by a Student to the District

### **District Cash Advance**

Can be selected on the Expense Report to identify any cash advance provided by the District for Student Travel

## **PRE-APPROVALS**

Prior to travel, a Traveler or Delegate submits a Pre-Approval to request approval for the trip, related expenses and funding. Traveling without prior approval could result in personal liability, meaning there may be no reimbursement to the Traveler. Requests for In-District Mileage ONLY do not require a Pre-Approval but do require an Expense Report be submitted.

**It is the responsibility of the Traveler to ensure that their Pre-Approval is submitted and fully-approved to allow time for booking and payment (virtual credit card or check) for the request.**

**Student related expenses are to be included on the Travel Advisors Pre-Approval.**

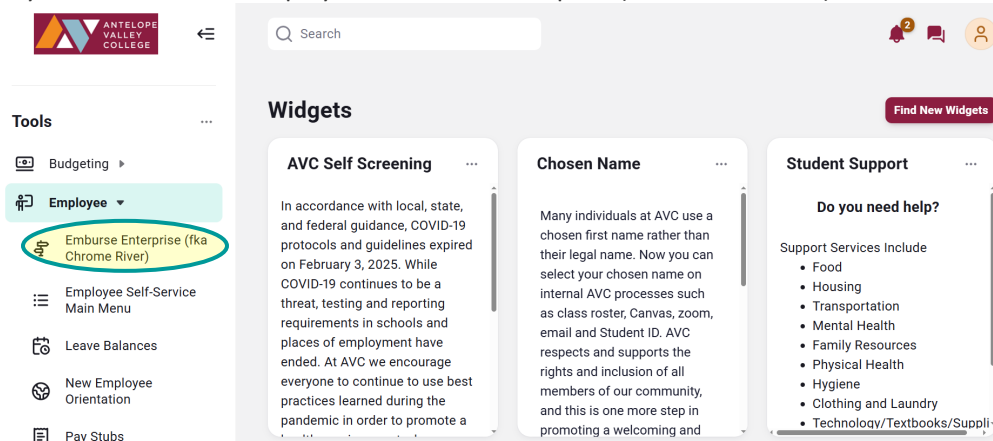
**Always calculate requested amounts using the maximum number of Student attendees. Any increase to amounts after approval may require the Pre-Approval to be deleted and re-entered.**

## Creating Pre-Approvals

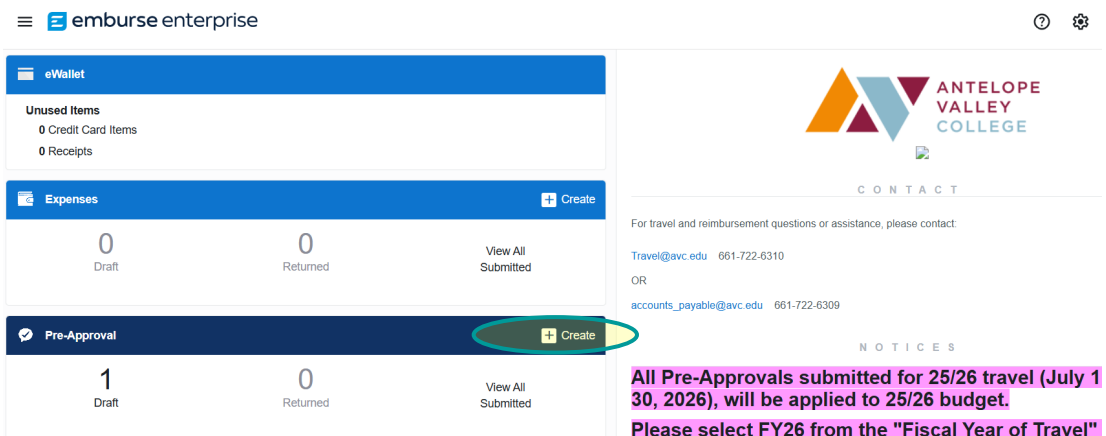
1. Traveler or Delegate obtain estimates and supporting documents.
2. Traveler or Delegate create a New Pre-Approval in Emburse Enterprise.

**NOTE:** *Pre-Approvals for a future Fiscal Year can not be entered more than 120 days in advance.*

- a. Access Emburse Enterprise by logging into myAVC  
my.avc.edu → Tools → Employee → Emburse Enterprise (fka Chrome River)





- b. Review Notices on the Emburse Enterprise home page.
- c. Click **+ Create** within the Pre-Approval box on the dashboard



- d. Complete the fields on the Pre-Approval Header Page and click **Save**.

## STUDENT TRAVEL POLICY AND PROCEDURES

### Pre-Approvals For Angela Musial

Title of Event	<input type="text"/>
Start Date	<input type="text" value="02/05/2024"/> 
End Date	<input type="text" value="02/05/2024"/> 
Number of Days	<input type="text" value="1"/>
Pay Me In	<input type="text" value="USD - US Dollars"/>
Business Purpose	<input type="text"/>
Trip Start Time	<input type="text" value="-- Select --"/>
Trip End Time	<input type="text" value="-- Select --"/>
Fiscal Year of Travel	<input type="text" value="-- Select --"/>
Trip Type	<input type="text" value="Domestic"/>
Destination	<input type="text" value="-- Select --"/>

Please note that military hours/24-hour clock is used.

The **Fiscal Year (FY)** is to match the year in which Traveler's trip begins. For example:

**FY26=2025/2026 Travel**

**FY27=2026/2027 Travel**

**[CONTINUED ON NEXT PAGE]**

## STUDENT TRAVEL POLICY AND PROCEDURES

Check here if students and/or athletes will be included in this trip.



Check this box if Student Expenses are included with the Pre-Approval or if Traveler is a chaperone for the trip.

I certify that all students (excluding Athletes attending Athletic Events) included in this trip will complete a Student Field Trip Waiver/ Off-Campus Voluntary Activity Participation Waiver form



This is where the Student's Meal Money amount will be added after calculating the amounts. See step d(iv) below.

When Traveling with students or athletes, the estimated amount in each field on the Pre Approval is inclusive of all travelers.

Calculate the Cash Advance Request for the max # of student attendance

Cash Advance Request  
Optional

Title of class (for field trips)  
Optional



Please check this box if your travel will occur before Board Approval. The Board schedule and deadlines can be found here: <https://www.avc.edu/administration/busserv/purchasingboarddeadlines>



This box is **ONLY** applicable for Employee travel. Student travel requires prior Board Approval (Board deadlines for fully-approved Pre-Approvals can be found here: [www.avc.edu/purchasing-and-contracts/board-deadlines](https://www.avc.edu/purchasing-and-contracts/board-deadlines)).  
If this box is not checked and travel occurs before board, the PA will be returned to the Traveler to check.

Check here if you will be using a District Vehicle as part of this request.



You must still submit appropriate paperwork to Facilities to request a District Vehicle.

In the event of incidentals, please provide an Allocation below.

My detailed Agenda is uploaded, or if not available/ applicable, I have noted this in the comments below & uploaded docs supporting the event date(s), time and location



Approval automatically routes to Fund Manager based on FOAP. It is the responsibility of the Requester & Fund manager to ensure availability of funds.

Please choose Fund-Org-Program (Allocation), Appropriate Supervisor and Appropriate Executive Director, Vice Pres

00000-13053-5200-640000 Student Programs & Services/International Students Fiscal Year 2024 Remaining Budget: \$5000

-- Select --

-- Select --

**Select Traveler's Appropriate Supervisor in Box 1.**  
Only select the President if Traveler report directly to her.

**Select Traveler's Supervisor's Supervisor in Box 2.**  
Unless it is the President, in which case you will select Traveler's Appropriate Supervisor again.  
Only select the President if Traveler reports directly to her.

**Examples:**  
**Box 1**  
a) Select Traveler's Dean  
b) Select Traveler's Executive Director  
c) Select Traveler's VP

**Box 2**  
a) Select Traveler's VP  
b) Select Traveler's Executive Director or VP  
c) Select Traveler's VP

**Funding:** Traveler or Delegate is required to select the Fund-Org-Program for the Pre-Approval or Expense Report, even if the trip is “No-Cost to District Travel.” The system will automatically route the Pre-Approval to the appropriate Fund Manager.

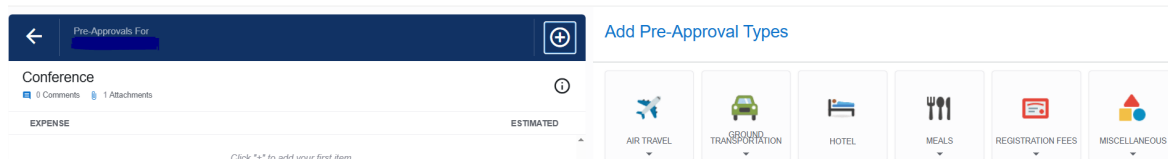
**SUPERVISOR:** Traveler or Delegate will be asked to select the Traveler’s Supervisor(s).

**NOTE:** *This is the Traveler’s Supervisor, not the Fund-Org-Program Manager (which may or may not be the same person).*

- e. Select the Pre-Approval Tiles(s) for the travel, complete the fields in each tile and click **Save** to add the expense to the request. See the “Paid By Types” sections of this document for details on the Paid by type options. See the “Allowable Expenditures” section of this document for additional details on each Pre-Approval Tile (expense type).

≡ emburse enterprise

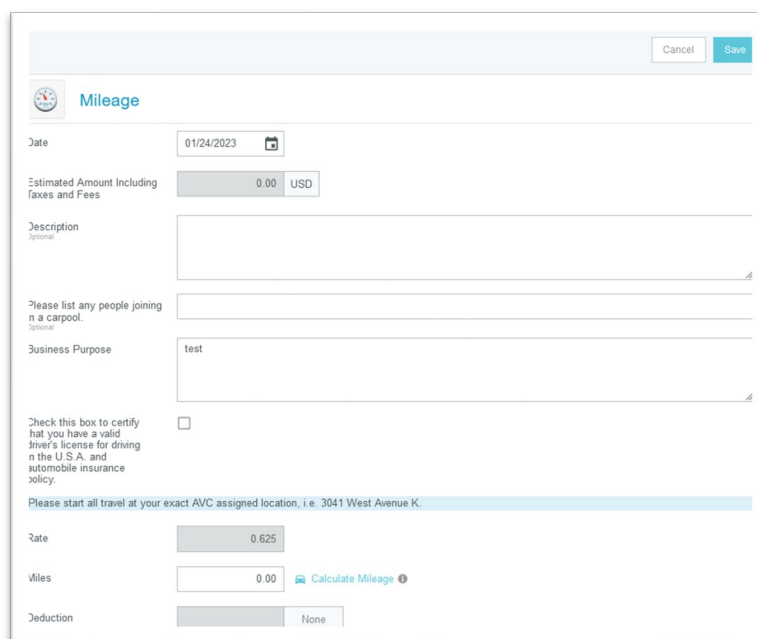
ⓘ ⚙ Antelope Valley College



i. **Air Travel – Airfare and Baggage Fees**

It is recommended to estimate 15 – 20% more than the quote to accommodate increased fees, taxes, resort fees, city fees, etc.

ii. **Ground Transportation – Parking and Taxi/Car Service/Shuttle**



Any service requiring an agreement (charter bus, etc.) must follow the Districts contract process found at: <https://www.avc.edu/purchasing-and-contracts/contract-services>. This is to ensure that contracts are reviewed and approved prior to the submittal of a Pre-Approval. **Only the Superintendent/President is authorized to sign agreements (including quotes and order forms) on behalf of the District.**

iii. **Hotel**

It is recommended to estimate 15 – 20% more than the quote to accommodate increased fees, taxes, resort fees, city fees, etc.

**Hotel** Do NOT forget to send the Hotel a Credit Card Authorization form if paying with a District Credit Card.

It is the responsibility of each employee to be a good steward of taxpayer dollars (AP 3050) and use the most cost effective solution.

Estimated Amount Including Taxes and Fees 0.00 USD

Hotel Name

If your plans include a hotel stay in the state of California, please obtain the

Paid By -- Select --

I have uploaded my Hotel quote / estimate ☐

Hotels must be paid by District Credit Card (virtual card). Make sure the Hotel accepts credit card authorization forms before submitting the Pre-Approval. Some Hotels may only accept a personal credit card (not virtual). Credit Card Authorization Forms are submitted by the Traveler.

iv. **Meals:** Employee and Student meals are to be entered as separate lines on the Pre-Approval.

Single location: Use Meals-Per Diem Wizard for Employee and Student Meals.

Multiple locations: Use Meals-Per Diem for Employee and Student Meals.

The District will reimburse Travelers for meals NOT provided by the conference, hotel or other applicable entity, and within the applicable departure/arrival time (see Allowable Expenditures). Be sure to check any meals (Breakfast, Lunch and/or Dinner) that are provided by the conference, hotel or other applicable entity.

DATE	LOCATION	AMOUNT
Mon, 01/08/2024	Lancaster, Kansas (KS), United States	54.00 USD

Please select the meals you WILL NOT claim. ONLY select Travel Day on the days you are traveling and NOT attending conference events

☐ Breakfast
 ☐ Dinner
 ☐ Lunch
 ☐ Travel Day

Travel Day MUST be checked for any trip dates that Traveler is not attending conference events (for example, traveling the day before or the day after a conference).

**Always calculate meals using the maximum number of Student attendees.** After entering the lines for Students meals, total these lines and enter the amount in the **Cash Advance Request** field in the Pre-approval Header page. See screenshot in step c above.

v. **Registration Fees** – Conference/Seminar/Event and Training/Educationvi. **Miscellaneous** – Miscellaneous/Otherf. **Attachments** - Attachments can be uploaded to the Pre-Approval at the bottom of the Pre-Approval Header Screen.

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



- i. **Agenda** - The Traveler or Delegate must attach a detailed agenda to the Pre-Approval. If a detailed agenda is not available, please note this in the comments of the Pre-Approval and upload a document noting the dates, times and location.
- ii. **Allowable Expenditures** – The Traveler or Delegate must attach all required supporting documents as indicated in the Allowable Expenditures section of this document for each type of expense.

Comments (0)

Add Comment Post

Attachments (4)

Drag image here to upload Upload Attachments

Attachments shown as thumbnails:

- Room interior image
- Document thumbnail
- SIGMA logo
- Table titled "Schedule and Rates" with columns for dates and rates.

- g. **Submit** - Once all the Pre-Approval expenses are added and the supporting documents have been uploaded, the Pre-Approval may be submitted for approvals by clicking the **Submit** button.
- h. **Error Messages** - Any errors will be addressed in red; these are hard stops for the trip meaning you cannot submit until the issue is corrected. Any warnings will be addressed in orange; warnings can either be corrected or a response can be provided.
- i. **Approvals** - When the Pre-Approval is fully approved:
  - i. **Email** - Emburse Enterprise will send the Traveler an email notification.
  - ii. **Virtual CC and Check** - If requested, the virtual credit card issued by Purchasing will become active within 1-2 business days for approved expenses and Accounts Payable will process any applicable check requests if 10 business days are provided.
  - iii. **Book Travel** - Traveler or Delegate can book travel accordingly.

3. **Receipts** – All Receipts (except for meals) must be uploaded to the Traveler’s Emburse Enterprise “Receipt Gallery.” This can be done by:

- The Traveler e-mailing the receipt to [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com) the email address associated with their Emburse Enterprise account (Traveler’s can also associate a personal email address within their Emburse Enterprise settings). If the receipt is for a District Credit Card, you must also email the receipt to [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.
- The Traveler or Delegate dragging and dropping the receipt into the Traveler’s receipt gallery. If you select the “?” icon in the upper right hand corner of the screen, and select **User Guides**, there is an “Upload Receipts” function that will walk you through the process. If the receipt is for a District Credit Card, you must also email the receipt to [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.

**DO NOT DRAG AND DROP RECEIPTS DIRECTLY INTO THE EXPENSE REPORT.**

4. **Maintaining a Pre-Approval**

- Approvals** – Traveler or Delegate can track the Pre-Approval to ensure it is approved in a timely manner. **It is the responsibility of the Traveler and/or assigned delegate to ensure approval of requests.** Approvals can be found by selecting the **Tracking** button while on the Pre-Approval Header Screen.

- Printing** - Pre-Approvals can be printed by selecting the **PDF** button while on the Pre-Approval Header screen.

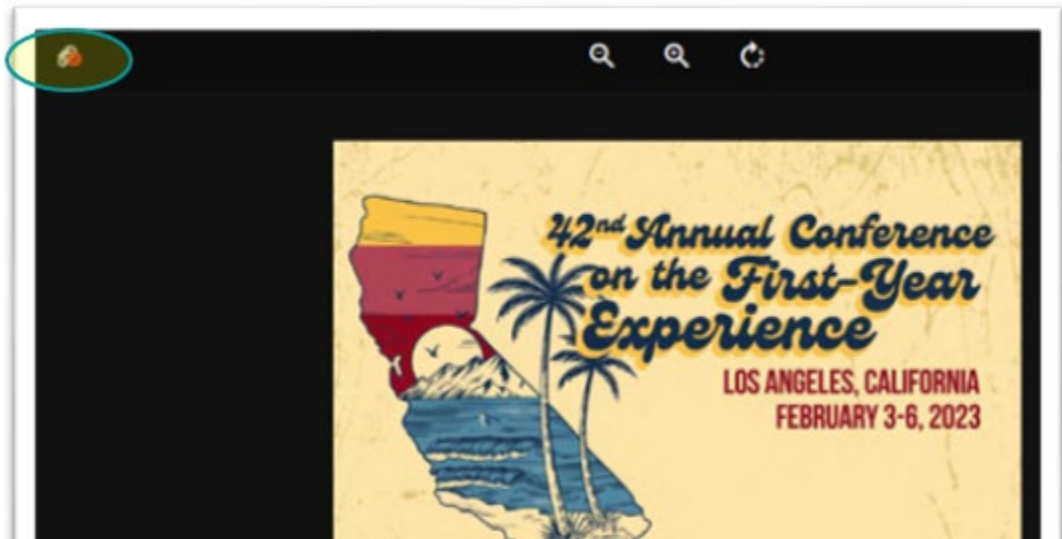


PDF Images Delete Edit

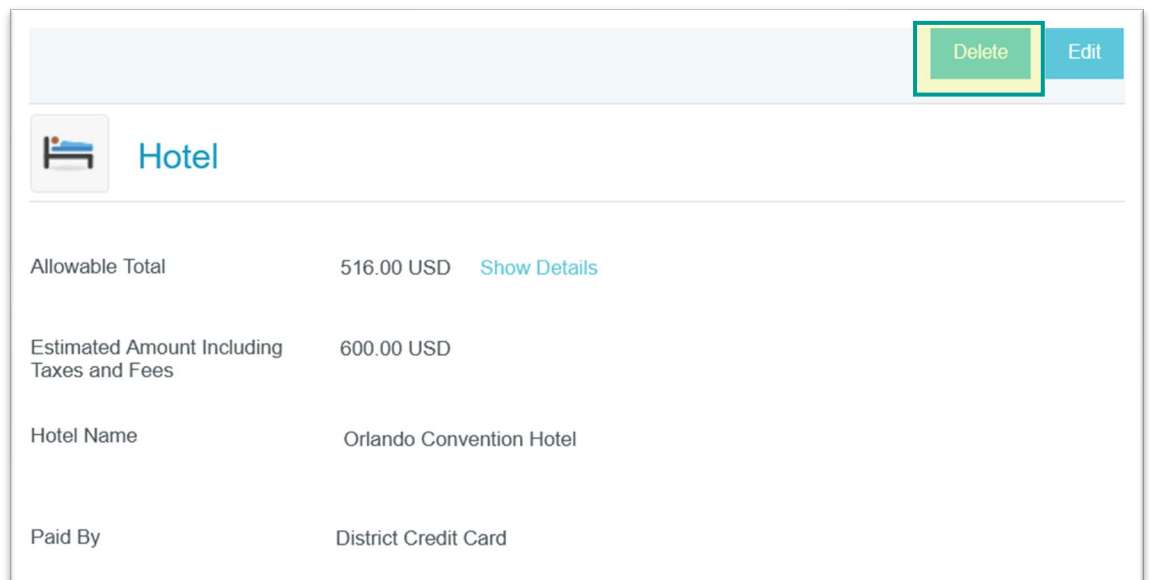
Pre-Approvals For Angela Musial

Title of Event test


- c. **Deleting an Attachment** – If an attachment on a Pre-Approval needs to be deleted, [Open](#) the Header of the Pre-Approval, select the attachment you want to delete and then click the delete attachment icon in the upper left hand corner of the screen.



- d. **Deleting an Expense Line** - If an expense line on a Pre-Approval needs to be deleted, select the line you want to delete and then click [Delete](#) to remove it from the Pre-Approval.



Delete Edit

 Hotel

Allowable Total	516.00 USD	<a href="#">Show Details</a>
Estimated Amount Including Taxes and Fees	600.00 USD	
Hotel Name	Orlando Convention Hotel	
Paid By	District Credit Card	

- e. **Deleting a Pre-Approval** - If you need to delete an entire Pre Approval, go to the Pre Approval Header page and click **Delete** to remove it from the system.


**CAUTION:** *Once you delete a Pre-Approval you cannot bring it back into the system.*

PDF ▾

Images

Delete

Edit

 Pre-Approvals For Angela Musial

Title of Event	Purchasing Conference
Start Date	12/04/2022
End Date	12/08/2022
Number of Days	5
Pay Me In	USD - US Dollars
Business Purpose	Professional Development

## EXPENSE REPORTS

Upon returning from a trip, the Traveler or Delegate must complete the Expense Report through Emburse Enterprise for clearance of an encumbrance and reimbursement purposes. The Expense Report must be completed no later than thirty (30) days from the last day of travel. **All travel will require an Expense Report (formerly known as a Travel Reimbursement) to be submitted even if the Traveler is not requesting reimbursement.** An Expense Report is required for all Pre-Approvals, unless the trip was no cost to the District in which case no Expense Report is required; in these instances, the Traveler or Delegate will need to contact [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) to request to expire the Pre-Approval to release any funds.

Requests for In-District Mileage ONLY do not require a Pre-Approval but do require an Expense Report be submitted. In-District mileage must be submitted within five (5) days of the end of each month. One submission per semester is NOT acceptable.

### Creating Expense Reports From A Pre-Approval

For In-District Mileage Only, please see the next section called “Creating Expense Reports For In-District Mileage.”

***NOTE:** Traveler or Delegate must clearly define any request for reimbursement that does not align with the allowable travel policy and/or supporting documentation uploaded.*

**Student related expenses are to be included on the Travel Advisors Expense Report.**

1. Traveler or Delegate accesses Emburse Enterprise.
  - a. Access Emburse Enterprise by logging into myAVC  
my.avc.edu → Tools → Employee → Emburse Enterprise
2. Traveler or Delegate accesses the Traveler’s eWallet in Emburse Enterprise to verify that all receipts and applicable District Credit Card Transactions are uploaded. To access the Traveler’s eWallet:
  - a. Select the hamburger menu icon in the upper left hand corner of the screen and select **eWallet**.
  - b. Click **Receipt Gallery** to verify uploaded receipts. If you do not see a receipt uploaded to the Receipt Gallery, you can upload the document by:
    - i. The Traveler e-mailing the receipt to [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com) using the email address associated with their Emburse Enterprise account (Traveler can also associate a personal email address within their Emburse Enterprise settings). If the receipt is for a District Credit Card, you must also email the receipt to [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) within 3 business days of the transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.
    - ii. The Traveler or Delegate dragging and dropping the receipt into the Traveler’s receipt gallery. If you select the **?** icon in the upper right hand corner of the screen, and select **User Guides**, there is an “Upload Receipts” function that will walk you through the process. If the receipt is for a District Credit Card, you must also email the receipt to [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) within 3 business days of the

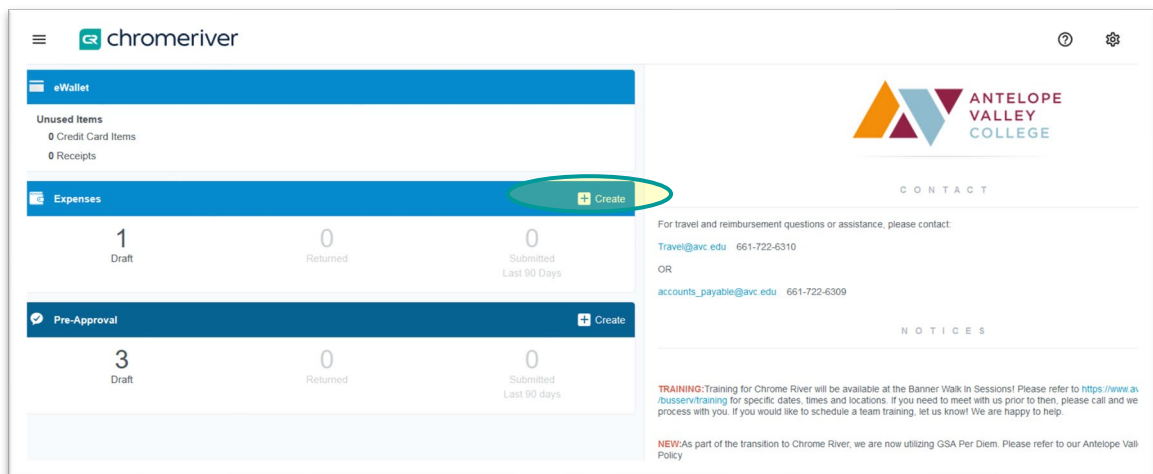
transaction; be sure to reference the Travelers name and Pre-Approval # in the subject line of the email.

**DO NOT DRAG AND DROP RECEIPTS DIRECTLY INTO THE EXPENSE REPORT.**

- c. If a District Credit Card was used for the trip, click **Credit Card** to verify credit card transactions. If you do not see a credit card transaction, you must wait for it to post (3-5 business days after charge was made) before proceeding with the Expense Report.



3. Traveler or Delegate begins a New Expense Report in Emburse Enterprise by clicking **+ Create** in the Expenses box.



4. Choose to **Import Your Pre-Approval**. Select the correct Pre-Approval from the drop down list and click **Import**. The field information from the Pre-Approval will populate in the Expense Report.

## Expenses For Angela Musial

Import from Pre-Approval  
Optional

IMPORT PRE-APPROVAL

Title of Event

5. Select the correct **Travel Type** and choose **No** for the “In District mileage Only” field. Confirm the header information for all other fields is correct and update as necessary. Click **Save**.

## STUDENT TRAVEL POLICY AND PROCEDURES

Title of Event	42nd Conference on the FYE
Pay Me In	USD - US Dollars
Start Date	02/02/2023
Trip Start Time	6:00
End Date	02/06/2023
Trip End Time	14:00
Business Purpose	Professional Development
<b>Travel Type</b>	Out of District
Fiscal Year	FY23
Check here if students and/or athletes will be included in this trip.	<input type="checkbox"/>
Pre-Approval Report Applied	x 42nd Conference on the FYE

- Once you click **Save** you will be taken to the line item details of the Expense Report.
- Delete any expense lines that will be or are \$0.

Governor's Budget Workshop/Day w Chancellor			
0 Comments 14 Attachments			
DATE	EXPENSE	SPENT	PAY ME
Tue 01/17/2023	Meals - Per Diem	36.00 USD	36.00
Tue 01/17/2023	Mileage	79.91 USD	79.91
Wed 01/18/2023	Meals - Per Diem	33.00 USD	33.00
Thu 01/19/2023	Baggage Fee	0.00 USD	0.00
Thu 01/19/2023	Meals - Per Diem	47.00 USD	47.00
Thu 01/19/2023	Hotel	648.22 USD	0.00
Thu 01/19/2023	Airfare	328.26 USD	0.00
Thu 01/19/2023	Taxi / Car Service / Shuttle	45.42 USD	45.42

During the Import of Pre-Approval process, it is required that you select each expense line, click **Edit**, verify all information, update as necessary (paid by field, meals claimed, \$ spent, etc.) and resave the line item to run appropriate compliance. Please review ALL information in each line for accuracy, complete any additional fields, attach receipts as applicable, and then save expense type. Refer to the Allowable Expenditures section of this document when completing the Expense Report.

If the expense line "Paid By" type is:

a. **Cash Advance (Student Meals)**

For the Student Meals – Per Diem lines that were paid for using "Cash Advance"

- Click on the **+** at the top center of the screen.

- ii. Select **Cash Advance** and select the checkbox next to the applicable cash advance line, then select **Add**.

- iii. In the Amount Per Day field put the full amount of the cash advance that matches the amount of the Pre-Approval and leave the number of attendees as 1. the **Calculated Total** field and **Spent Total** field must match; one being positive and the other negative.
- iv. Check the box stating that you have upload the signed Student Roster form.
- v. Click **Add Attachments** and upload the signed Student Roster form.
- vi. **Save** the line item to include with your Expense Report; you will notice that the Pay Me amount will be reduced by the Cash Advance amount.

**b. No Cost to District**

For each expense line that is “Not Cost to District:

- Select the applicable expense line.
- Click **Edit**, verify ALL information, update as necessary, and **Save** the line item to run appropriate compliance.

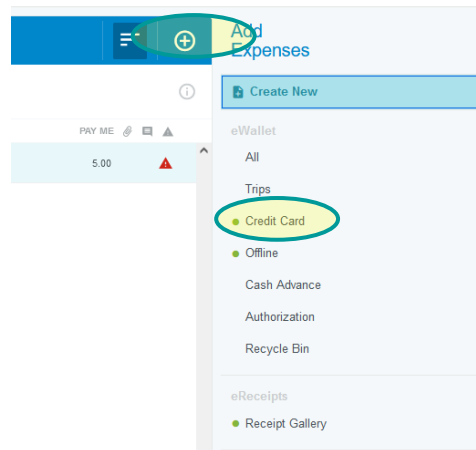
**c. District Credit Card**

For each expense line that is paid for by District Credit Card:

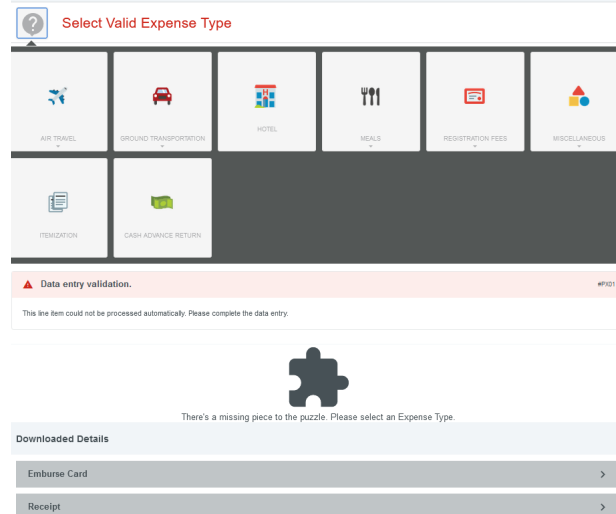
- Select the applicable expense line.



- ii. Click on the **+** at the top center of the screen.
- iii. Select **Credit Card** and drag and drop the applicable credit card transaction over to the applicable line.



- iv. If prompted, select the correct expense type for the expense line.



- v. Select **District Credit Card** as the “Paid By” type and ensure the Card and Receipt lines show in the “Downloaded Details.”

## STUDENT TRAVEL POLICY AND PROCEDURES



### Miscellaneous / Other

#### ⚠ Data entry validation.

This line item could not be processed automatically. Please complete the data entry.

Date	11/09/2022
Spent	3.30 USD
Business Purpose	Test
Description	MARAUDER BOOKSTORE, Card: A. Musial, Test, 010000814706 (#0528), Member: Ang
Merchant	MARAUDER BOOKSTORE 8417
<b>Paid By</b>	District Credit Card

Please choose Fund-Org-Program (Allocation), Appropriate Supervisor and Appropriate Executive Director

00000-14020-5200-677000 Business Services/Logistical Services Fiscal Year 2023 Remaining Budget: \$4920.2

Brar, Shaminder

Brar, Shaminder


[+ Add Allocation](#)

**Downloaded Details**

Emburse Card

Receipt

- vi. Select **Add Attachments** and choose “From Receipt Gallery” to attach applicable receipts to the expense line.

Attachments (3) 

Drag image here to upload

**Add Attachments**

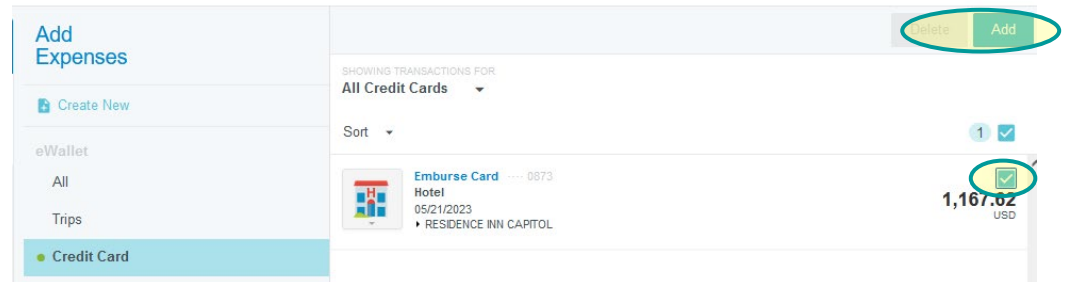
**From Receipt Gallery**

Upload Attachments

- vii. Click **Save** and repeat for each expense line with “District Credit Card” as the “Paid By” type.

**NOTE:** *There can only be one credit card transaction per expense Line. If you have more than one credit card transaction for the same expense, you will need to create a new expense line:*

1. Click the **+** at the top center of the screen, select **Credit Card** and check the box next to the applicable credit card transaction.
2. Select **Add** to create a new expense line.

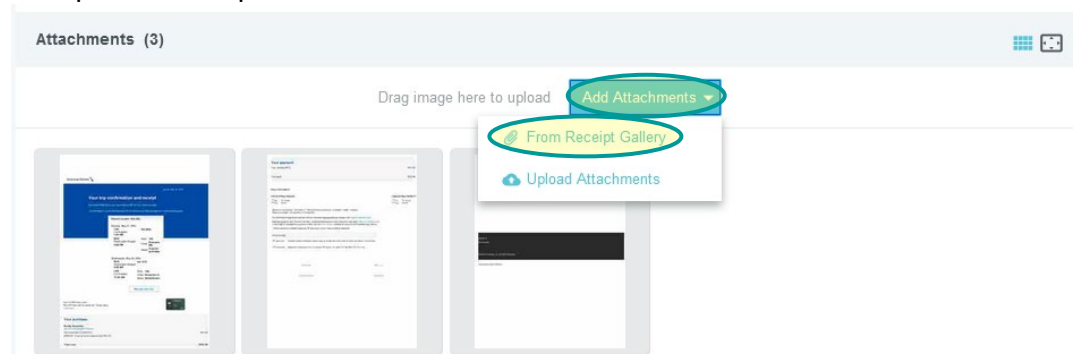


3. Continue with steps iv through viii above.

d. **Out of Pocket** (Employee Reimbursement)

For each expense line that is paid by the Traveler and eligible for reimbursement:

- i. Select the applicable expense line.
- ii. Click **Edit**, verify ALL information, and update as necessary.
- iii. Select **Add Attachments** and choose “From Receipt Gallery” to attach applicable receipts to the expense line.

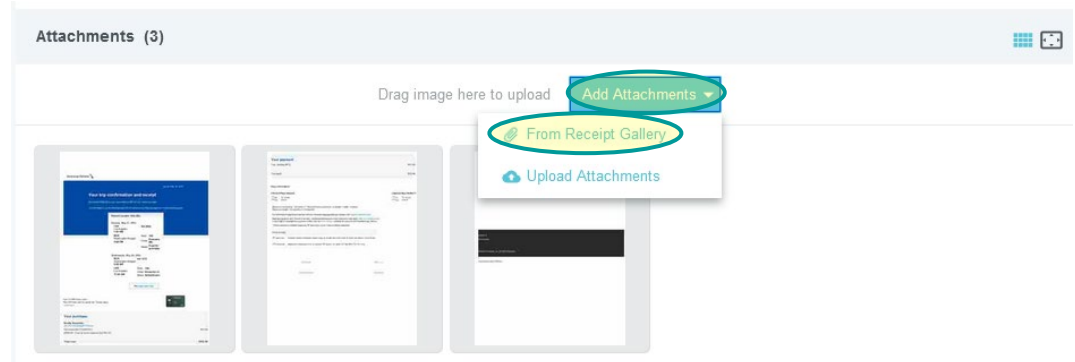


- iv. Click **Save** and repeat for each expense line with “Out of Pocket” as the “Paid By” type.

e. **District Check**

For each expense line that is paid by District Check:

- i. Select the applicable expense line.
- ii. Click **Edit**, verify ALL information, and update as necessary.
- iii. Select **Add Attachments** and choose “From Receipt Gallery” to attach applicable receipts to the expense line.




- iv. Click **Save** and repeat for each expense line with “District Check” as the “Paid By” type.

f. **Employee Owed to District**

This paid by type is used when an unallowable expenditure is made with a virtual credit card or other District credit card (such as charging a meal or premium reservations). These lines will deduct from the “Pay Me” amount owed to the Traveler; if the total “Pay Me” amount owed to the Traveler is negative, please contact [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu) for further processing instructions.

- i. Add a new expense line by clicking the **+** at the top center of the screen, and selecting **Create New**.
- ii. Select **Miscellaneous** and then **Miscellaneous/Other** for the expense tile options.
- iii. Complete the require fields:

 **Miscellaneous / Other**

---

Date

Spent

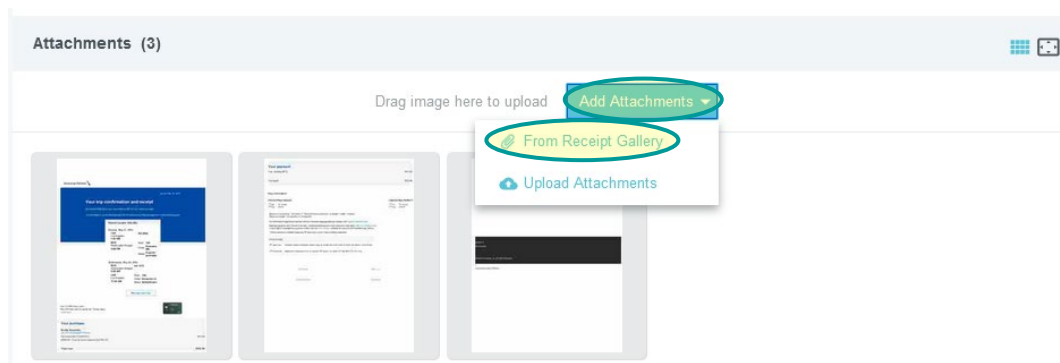
Business Purpose

Description

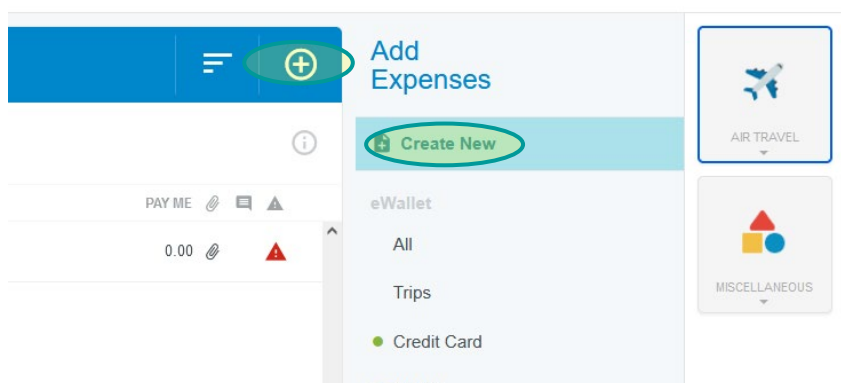
Merchant

Paid By

- iv. Select **Add Attachments** and choose “From Receipt Gallery” to attach applicable receipts to the expense line. If the receipt is attached to another expense line, note this in the Description field (see screenshot above).



- v. Click **Save** and repeat for each expense line with “Employee Owed To District” as the “Paid By” type.
8. **Add Expense Lines** - If you need to add an expense line that wasn’t included on the Pre-Approval, click the **+** at the top center of the screen, and select **Create New**. Complete the required fields and follow the steps above for the applicable “Paid By” type.



9. **Attachments**
  - a. **Board Approved Travel Report** - **The Board Approved Travel Report from Board Docs is required for all Expense Reports.** The correct report can be found by searching BoardDocs ([go.boarddocs.com/ca/avc/Board.nsf/Public](https://go.boarddocs.com/ca/avc/Board.nsf/Public)) using the Pre-Approval (PA) # (For Ex: 10000499557). Please attach this to the header page of the Expense Report.
  - b. **Attachments for Specific Expense Types** - The required attachment for each expense type can be found in the Allowable Expenditures section of this document. Please attach each required document to the specific expense line.

## STUDENT TRAVEL POLICY AND PROCEDURES



### EMPLOYEE TRAVEL REPORT

BOARD DATE: 6/14/2021  
T-12  
5-1-2021 to 6-2-2021 (AM)

Dep Date	Return Date	Last Name	First Name	Pre Approval Title	City State	Account Information	Estimated Expenses	PA Report ID
6/1/2021	6/4/2021	Johnson	Kenya	NAFSA 2021 Annual Conference & Expo (Virtual)	Lancaster, CA	00000-13053-5200-640000 - Student Programs & Services/International Students - Fiscal Year 2021 Remaining Budget: \$841	\$ 700.00	10000496166
3/2/2021	3/4/2021	Gibson	Vanessa	2021 CCCSFAAA Conference	Lancaster, CA	32435-62435-5200-646000 - Financial Aid Technology/Financial Aid Administration - Fiscal Year 2021 Remaining Budget: \$100	\$ 100.00	10000496126
5/3/2021	5/6/2021	Schilling	Rodney	Ensuring Transfer Request	Valencia, CA	22463-13205-5200-631000 - Counseling & Matriculation/Counseling-Guidance - Fiscal Year 2021 Remaining Budget: \$2785	\$ 15.00	10000494571
7/7/2021	7/9/2021	Eaton	Maria	2021 Curriculum Institute - Virtual Event	Lancaster, CA	22463-13205-5200-631000 - Counseling & Matriculation/Counseling-Guidance - Fiscal Year 2021 Remaining Budget: \$2785	\$ 200.00	10000497963
5/14/2021	5/14/2021	Burgess	Rhonda	LCW Title IX Training	Lancaster, CA	00000-11030-5200-673000 - Human Resources/Human Resources Management - Fiscal Year 2021 Remaining Budget: \$620.55	\$ 450.00	10000499557
6/2/2021	6/2/2021	Burgess	Rhonda	LCW - Title IX Inf. Res. & Investigations	Lancaster, CA	00000-11030-5200-673000 - Human Resources/Human Resources Management - Fiscal Year 2021 Remaining Budget: \$620.55	\$ 450.00	10000499572
7/9/2021	7/9/2021	Burgess	Rhonda	Title IX Hearings and Determinations	Lancaster, CA	00000-11030-5200-673000 - Human Resources/Human Resources Management - Fiscal Year 2021 Remaining Budget: \$620.55	\$ 450.00	10000499576
6/14/2021	6/17/2021	Garcia	Crystal	Virtual Umoja SLI 2021	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: \$107191.14	\$ 185.00	10000501299
6/14/2021	6/17/2021	Hightower-Stickel	Rashall	Virtual Umoja SLI 2021	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: \$107191.14	\$ 185.00	10000501304
4/13/2021	4/22/2021	Cook	Bridget	COSA Law Seminar (6 Day) Registration Fee	Lancaster, CA	00000-11025-5200-660000 - General Counsel/Planning/Policy/Coord. - Fiscal Year 2021 Remaining Budget: \$0	\$ 600.00	10000500904
6/6/2021	6/8/2021	Shaw	Richard	2021 RTM Higher Education CIO Forum	San Diego, CA	00000-11150-5200-678000 - Information Technology Service/Management Information Systems - Fiscal Year 2021 Remaining Budget: \$2273	\$ 1.00	10000502119
5/24/2021	5/24/2021	Vargas	Cynthia	Recruiting Trip to Canyon High School	Santa Clarita, CA	00000-12420-5200-083557 - Womens Sports/IA Softball - Fiscal Year 2021 Remaining Budget: \$4251	\$ 1.00	10000502548
6/14/2021	6/17/2021	Jester	Bilkeyshia	Umoja Summer Learning Institute 2021	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: \$107191.14	\$ 185.00	10000503622
6/14/2021	6/17/2021	Jones	Jamie	Umoja Summer Learning Institute 2021	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: \$107191.14	\$ 185.00	10000503432
6/14/2021	6/17/2021	Young	Keina	Umoja SLI (Summer Learning Institute)	Lancaster, CA	32462C-62462-5200-602050 - Student Equity/Student Equity - Fiscal Year 2021 Remaining Budget: \$107191.14	\$ 185.00	10000504424
6/17/2021	6/23/2021	McGinnis	Tanya	CollegeSource Conference / TES Training	Lancaster, CA	22463-13205-5200-631000 - Counseling & Matriculation/Counseling-Guidance - Fiscal Year 2021 Remaining Budget: \$2785	\$ 199.00	10000506561

10. **Error Messages** - Any errors will be addressed in red – these are hard stops for the trip meaning you cannot submit until the issue is corrected. Any warnings will be addressed in orange. Warnings can either be corrected or a response can be provided.

### Submit Preapproval

When submitting this request, you are acknowledging that you have read and understand the Antelope Valley College Travel Policy and Procedures:  
<https://www.avc.edu/administration/busserv/travelprocedures>

Cancel Submit

**Amount exceeds budget** #901

The amount of funds you have requested for this travel exceeds the allowable budget for this fiscal year of the Allocation chosen.

**Hotel total is greater than Allowable amount** #904

Provide an explanation for why the hotel rate is greater than the GSA Allowable rate.

Add Response

Please enter a response...

11. Ensure the “Total Pay Me Amount” is correct.

Expense Report  
010029404676

Total Pay Me Amount  
**7.19 USD**

Submit

12. Traveler or Delegate **Submits** the Expense Report and attached documentation for processing. Once an Expense Report has been fully approved and received by Accounts Payable, the report will be verified for completion, accurate documents, and budget checks. If the District owes the Traveler reimbursement, a check will be processed. If the Traveler owes the District, an invoice will be processed.

## MISCELLANEOUS TRAVEL ITEMS

### Trip Insurance

The District does not pay for or reimburse Travelers for trip insurance, as this is not a cost-effective expense. **Do not select trip insurance when making travel arrangements** unless approved in advance by the District's Financial and Fiscal Services Department.

### Travel Changes

The Traveler and/or Delegate is responsible for all changes/cancellations for the trip. Any changes for personal reasons are to be at the expense of the Traveler, not the District.

If the dates of the trip change after the Pre-Approval has been fully approved:

- Traveler or Delegate will need to expire the Pre-Approval and enter a new Pre-Approval with the correct dates (Emburse Enterprise has a "Duplicate" option that you may use).

If the cost of the trip changes after the Pre-Approval has been fully approved:

- District Credit Card (Virtual Card) - Please visit the "Emburse Virtual Credit Card Information" section of our Travel Webpage, [www.avc.edu/purchasing-and-contracts/travel](http://www.avc.edu/purchasing-and-contracts/travel), for details; ensure Expense Report updated to match actual expenses.
- Out of Pocket (Employee Reimbursement) - Ensure Expense Report updated to match actual expenses.
- District Check – Immediately notify [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu), ext. 6309. Accounts Payable cannot approve additional funds to be issued without an approval email from the Fund Manager, (which also cc's the Traveler's Dean, Executive Director, and/or VP) noting the approved amount. Ensure Expense Report updated to match actual expenses.
- District Credit Card (Personal Card – VP's, President, etc.) - Ensure Expense Report updated to match actual expenses.

If the Travel Advisor for the trip changes after the Pre-Approval has been fully approved:

- The Travel Advisor no longer attending the trip will keep their Pre-Approval and submit an Expense Report with the Student expenses included; if applicable, they will need to remove their expenses from the Expense Report.
- The replacement Travel Advisor will submit a PA and Expense Report with their expenses only.

### Cancellations

If for any reason a Traveler is unable to attend an event the Traveler or Delegate must cancel those registrations and reservations immediately. If it is determined that the Traveler had adequate time/reason to cancel and did not, the Traveler may be personally liable for costs incurred. The Traveler or Delegate will need to submit an Expense report for any charges incurred.

### Personal Travel Points

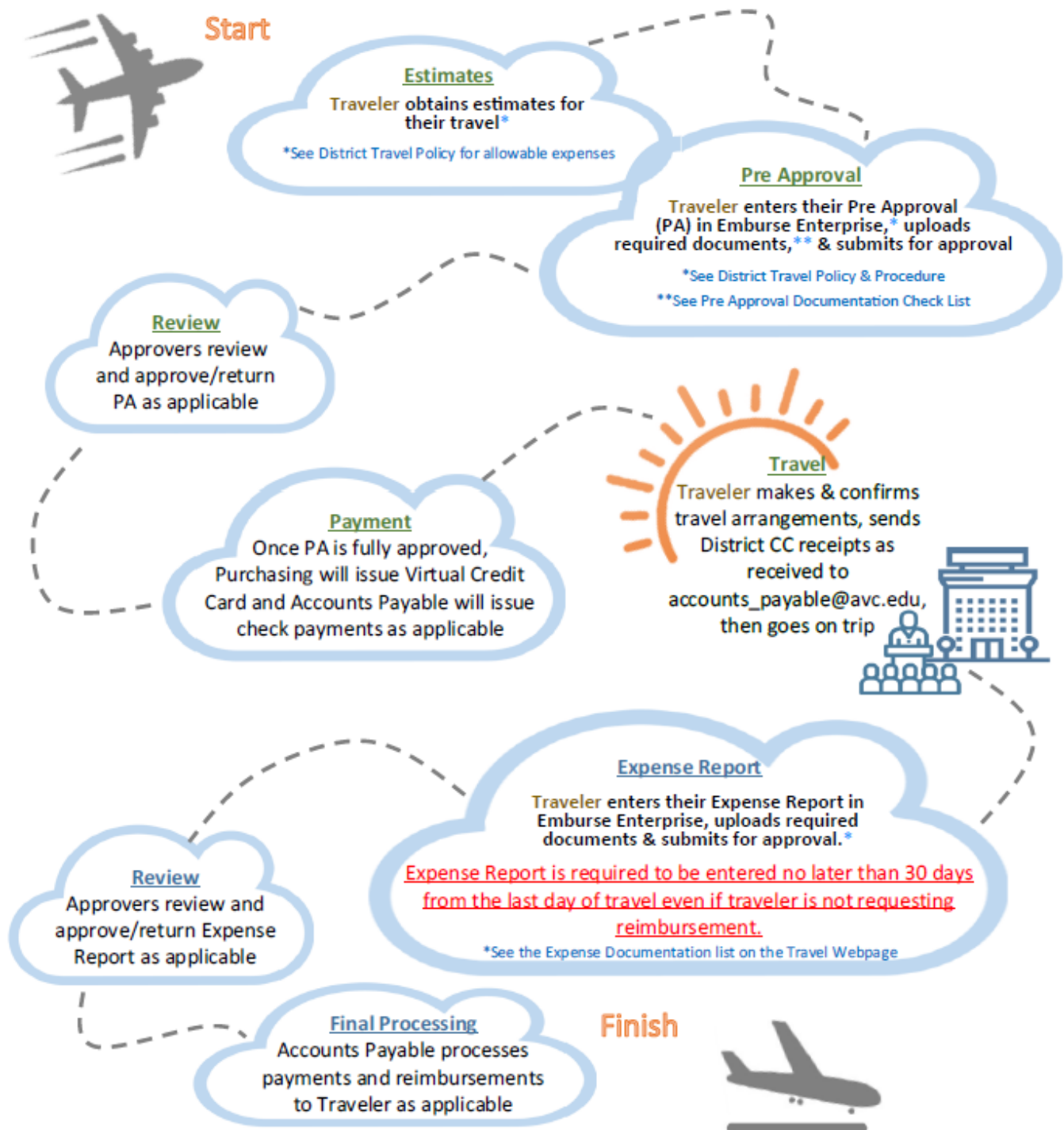
Traveler's requesting "Employee Reimbursement" as payment type will not be reimbursed if personal travel points (airfare, hotel, etc.) are used.

### 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 vacation request must be uploaded with the documents in the Pre-Approval. **Do NOT include the dates for personal time on the Pre-Approval.**



## EXHIBIT A - TRAVEL FLOWCHART

**Please note:**

- For more information go to: <https://www.avc.edu/purchasing-and-contracts/travel>
- The funding utilized for your travel may have additional requirements & processes; travelers will need to verify this with the responsible fund manager.
- Board Deadlines for Pre-Approvals: <https://www.avc.edu/purchasing-and-contracts/board-deadlines>

Updated: 10/1/2025

## EXHIBIT B - FAQ's

**Q:** What's the best way to get help entering a travel request (Pre-Approval and/or Expense Report)?

**A:** Working Sessions are the best way to get help entering a Pre-Approval or Expense Report. Working Sessions are held in a computer lab with Purchasing and Fiscal Services Staff available to answer questions and assist in submitting requests. Please visit the following link for complete details and scheduled dates: [www.avc.edu/purchasing-and-contracts/training](http://www.avc.edu/purchasing-and-contracts/training)

Other ways to obtain assistance can be found in the "Assistance" section of this document.

**Q:** When can I expect my reimbursement once my Expense Report has been fully approved and exported, and how will I receive it?

**A:** Reimbursements are issued within fourteen (14) days after the Expense Report is fully approved. The reimbursement check will be placed in your department mailbox unless other instructions have been provided by the Traveler to Accounts Payable.

**Q:** Is an Executive Council Travel Checklist required for travel?

**A:** This form has been eliminated and is no longer required for travel.

**Q:** What is a Travel Day?

**A:** A Travel Day is when the Traveler travels to the conference/seminar but no scheduled events are taking place that day. For example, the conference/seminar starts Monday morning at 8:00am and Traveler travels on Sunday to ensure they arrive on time. Sunday is then a travel day. If Traveler travels on Monday morning and the conference/seminar begins Monday this is NOT considered a travel day.

**Q:** What is a credit card authorization form?

**A:** A credit card authorization form is requested by the Traveler or Delegate, from the hotel, so that the Traveler may use the virtual credit card for payment of Room, Tax, Resort Fee and Parking (if parking is listed on the Pre-Approval). **The form must be filled out and returned to the hotel by the Traveler.** The Traveler or Delegate should get verification from the hotel that they have received the credit card authorization form. It is also best for the Traveler to bring a copy of the credit card authorization form and name of individual who verified receipt on the trip.

**Q:** Why is a detailed agenda needed?

**A:** A detailed agenda is necessary to determine the allowability of expenses such as meals and hotel stays. Since the District will only reimburse expenses that comply with our travel policies, a detailed agenda allows us to provide you with the best estimate for your reimbursement.

**Q:** What if I don't want to travel using the lowest cost option to the District?

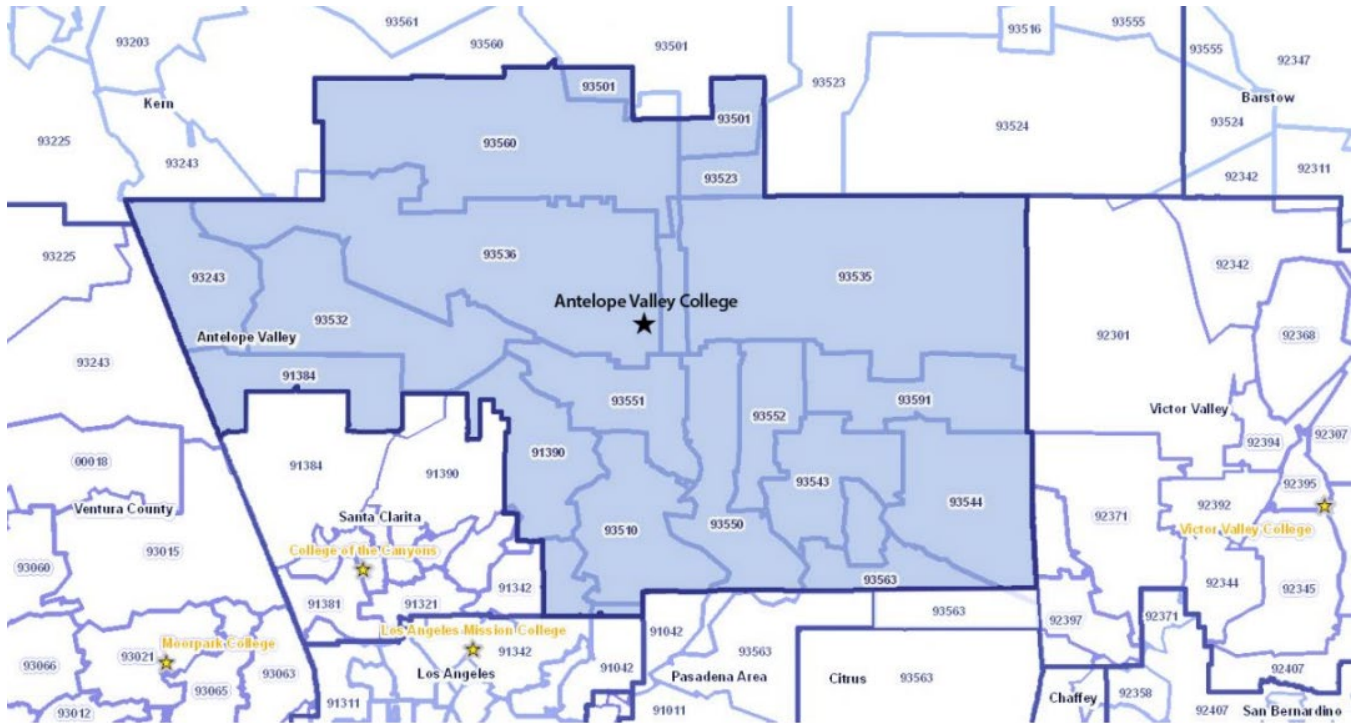
**A:** If you prefer not to travel using the lowest-cost option available for the District, that's completely fine. We will never dictate how you should travel; instead, we'll inform you of the reimbursement amount you're eligible to receive. This allows you the flexibility to choose your travel arrangements based on your preferences and comfort, while understanding the reimbursement policy in place. You are welcome to make your own decisions on how to book your travel, and we're here to support you with any questions or guidance you might need.

**Q:** What type of receipts and/or payment confirmations are acceptable to ensure the expense report is not returned?

**A:** Receipts or payment confirmations must include the following essential details: amount paid, payment method, description of goods/services, details of parties involved (buyer/vendor). If applicable, the following additional details are also encouraged: receipt/confirmation #, terms & conditions, signatures, tip amounts.

**NOTE:** *It is especially important to provide detailed receipts when expenses are charged to a District credit card, as incomplete documentation may result in a returned expense report.*

## EXHIBIT C – DISTRICT'S SERVICE AREA



## EXHIBIT D – SAMPLE PRE-TRAVEL MEETING AGENDA

## 2025 American Student Association of Community Colleges (ASACC) National Student Advocacy Conference

Associated Student Organization Itinerary

Friday, March 14, 2025 – Tuesday, March 18, 2025

Event	
Event	<a href="#">2025 American Student Association of Community Colleges (ASACC) National Student Advocacy Conference</a>
Event Dates	Friday, March 14, 2025 – Tuesday, March 18, 2025
Event Location	<a href="#">Washington Plaza Hotel</a> 10 Thomas Cir NW, Washington, DC 20005 E: <a href="mailto:frontdesk@washingtonplazahotel.com">frontdesk@washingtonplazahotel.com</a> P: 202-8421300
Event Contact Information	E: <a href="mailto:info@asacc.org">info@asacc.org</a> P: 801-368-2289 W: <a href="http://ASACC.org">ASACC.org</a>

Travel	
General	Luggage: <a href="#">One Carry-On and one Personal Item</a>
Departure, Friday, March 14, 2025	
AVC Departure	Meet in Lot E1 by 7:30 AM to load up. We will leave by 8:00 AM; if you are not there, you will not attend. Breakfast OYO Lunch at Airport
LAX Departure Flight	American Airlines, Flight # 1711 Reservation: LWNTUG Departs: 12:50 PM (PST)
DC Arrival	Arrives: 8:43 PM (EST)
Hotel Arrival	Ubers to Hotel at 9:30 PM Arrive by 10:00 PM
Return, Tuesday, March 18, 2025	
Hotel Departure	Ubers from Hotel at 2:30 PM Arrive at DCA by 3:00 PM
DC Return Flight	American Airlines, Flight # 1162 Reservation: LWNTUG Departs: 5:35 PM (EST)
LAX Return	Arrives: 8:43 PM (PST)
AVC Return	Return to Lot E1 by ~11:30 PM. Will ask you to inform family when we leave LAX for best time.

Lodging	
Hotel	<a href="#">Washington Plaza Hotel</a> 10 Thomas Cir NW, Washington, DC 20005

## STUDENT TRAVEL POLICY AND PROCEDURES

	E: <a href="mailto:frontdesk@washingtonplazahotel.com">frontdesk@washingtonplazahotel.com</a> P: 202-8421300
<b>Stay</b>	Check-In: Friday, March 14 at 10:00 PM Check-Out: Tuesday, March 18 at 12:00 PM
<b>Rooms</b>	You will be rooming with others in a room. Please be considerate of others and their space/belongings. If you have issues, please let me know. **Designated as room captain and need to text me when everyone in the room is in bed and lights out.
<b>Room Assignments</b>	Room 1: Renelyn Wilson, Sarah Alcala Indo, Alaina Henderson** Room 2: Gustavo Quintero Diaz, Jahmal Watkins** Room 3: Kristy Salazar Lara, Janet Diaz De Leon** Room 4: Veronica Orozco, Destiny Waller**
<b>Guests</b>	Guests are not allowed. We are here as a bonding and learning opportunity, so please respect the sanctity of the space.

Meals	
<b>Covered Meals</b>	The conference will cover some meals. Registration includes: <ul style="list-style-type: none"> <li>• Saturday, March 15: Dinner</li> <li>• Sunday, March 16: Brunch</li> <li>• Monday, March 17: Cont. Breakfast</li> </ul>
<b>Per Diem Meals</b>	You will receive funds to spend on meals not covered by the conference. This totals \$270 over the 4 days.

Conference	
<b>About</b>	<p>Since 1984, student leaders from community colleges across the nation have gathered for this event, which has become the largest and most diverse annual student meeting in Washington, D.C. The conference focuses on issues critical to the success and persistence of community college students.</p> <p>Each year, over 350 students participate in the conference, with an opportunity to learn about how federal legislation and policy impact their education and give voice in important discussions. The first two days feature presentations by experts and professionals on various issues and techniques for engaging with Members of Congress and their staff. During the last two days, delegations are encouraged to meet with their Senators and Representatives to discuss these key issues.</p> <p>This conference serves as a unique, once-in-a-lifetime opportunity for students to develop leadership, citizenship, and advocacy skills.</p>

## STUDENT TRAVEL POLICY AND PROCEDURES

	ASACC invites student leaders to attend this impactful conference to make a difference, share their stories, and ensure that community college student voices are heard on a national level.
<b>Program</b>	Link: <a href="#">Conference Schedule</a> Sessions: Please attend all sessions so that we have presence all the time and can share knowledge between the different sessions. While I know, there are overlapping interests, let's do our best to divide and conquer.
<b>Benefits</b>	<ol style="list-style-type: none"> <li>1) Learn leadership and citizenship skills and strategies to take back to your campus.</li> <li>2) Improve your student government organization through new trends, discussions, and tactics.</li> <li>3) Network and connect. Meet and exchange ideas with peers from across the country.</li> <li>4) Learn from and meet relevant policy experts and professionals.</li> </ol>

General Internal Itinerary	
<b>Friday, March 14</b>	<p>7:30 AM Load up at AVC</p> <p>8:00 AM Depart AVC</p> <p>10:00 AM Arrive and check in at LAX</p> <p>12:50 PM Depart LAX</p> <p>8:43 PM Arrive in DC</p> <p>9:30 PM Uber to Hotel</p> <p>10:00 PM Check-in, Unpack, Decompress</p>
<b>Saturday, March 15</b>	<p>7:00 AM Breakfast*~</p> <p>8:00 AM Community Service at National Mall</p> <p>12:00 PM Conference Registration</p> <p>12:30 PM Lunch*</p> <p>1:30 PM Get Ready</p> <p>3:00 PM Conference</p> <p>9:00 PM Downtime</p>
<b>Sunday, March 16</b>	<p>8:00 AM Breakfast*~</p> <p>9:00 AM Conference</p> <p>4:00 PM Adventure</p> <p>7:00 PM Dinner*</p> <p>8:00 PM Adventure</p>
<b>Monday, March 17</b>	<p>8:00 AM Cont. Breakfast*~</p> <p>8:30 AM Conference</p> <p>10:00 AM Prep and Hill Visit</p> <p>12:00 PM Lunch*</p> <p>2:00 PM Adventure</p> <p>6:00 PM Dinner*</p> <p style="text-align: right;"><i>Contingent upon visit schedule</i></p>
<b>Tuesday, March 18</b>	<p>8:30 AM Coffee and Donuts*~</p> <p>9:00 AM Prep and Hill Visit</p>



## STUDENT TRAVEL POLICY AND PROCEDURES

	10:00 AM Check out and store luggage 11:00 AM Adventure 12:00 PM Lunch* 2:00 PM Return to Hotel <i>Contingent upon visit schedule</i> 2:30 PM Depart Hotel for DCA 3:00 PM Arrive at DCA 5:30 PM Depart DCA for LAX 8:30 PM Arrive at LAX 9:30 PM Depart LAX 11:30 PM Arrive at AVC
--	---

Other	
<b>Communication</b>	Group Text will be our main mode of communication. I will start a group text so we can all be in contact. Leo's Cell: 661-317-6699
<b>Attire</b>	❖ Friday: Casual (Travel) ❖ Saturday AM: Casual (Volunteer Opp) ❖ Saturday PM: Business Casual (Conference Begins) ❖ Sunday AM: Business Casual (Conference) ❖ Sunday PM: Casual (Sightseeing) ❖ Monday AM: Business (Hill Visits) ❖ Monday PM: Casual (Sightseeing) ❖ Tuesday: ASO/AVC Attire (~Visits and Travel)
<b>Electronics</b>	A laptop or tablet is suggested for homework and conference materials. If you have neither and would like access to one, please let me know.
<b>Additional Funds</b>	The trip is paid for by ASO except for incidentals. I suggest bringing extra funds for yourself as we plan to venture out.
<b>Advisors</b>	Since NSAC is about you and your voice as Student Leaders, we are available as needed. Otherwise, we will be in the hotel with all the other advisors. Please text if you need us.
<b>Student Conduct</b>	As stated in the forms you signed, your conduct on this trip is an extension of your conduct on campus. As such, any unwarranted behavior will be immediately reported to your advisor and can result in your dismissal from the conference and hotel. Further, our AVC Student Code of Conduct will uphold this conduct. Please represent yourself and AVC accordingly.
<b>General Expectation</b>	I expect you to fully participate in the conference. I hold you to the highest level of student leadership. It is a great honor to attend this conference and to advance your leadership skills.
<b>Fun</b>	Let's have some! There is some scheduled into the program but overall, we hope to make our own fun. Be ready to explore the city!



<b>ASO In DC Meeting 1</b> <i>March 3, 2025</i>	
<b>Pre-Work</b>	Books Cost More than Tuition - Jahmal Congressional Meeting Steps - Alaina Federal Student Aid Profile - Destiny Priorities – All to consider what is most pressing for students across the country and in the AV
<b>Service-Learning Project</b>	National Mall Clean Up – Saturday March 15 at 8:00 AM (Register by March 10) ❖ Yes, register.
<b>Things to do and when</b>	Uni Visits: GW, Georgetown, Howard, Gallaudet FD House Old Post Office Pavilion Nat Geo Museum National Mall White House Holocaust Memorial Museum Espionage Museum WW II Museum
<b>Questions</b>	

<b>ASO In DC Meeting 2</b> <i>March 11, 2025</i>	
<b>Pre-Work</b>	Books Cost More than Tuition – Jahmal Updates: Congressional Meeting Steps – Alaina Updates: Federal Student Aid Profile – Destiny Updates: Priorities – All to consider what is most pressing for students across the country and in the AV Articles sent for review
<b>Service-Learning Project</b>	National Mall Clean Up – Saturday March 15 at 8:00 AM (Register by March 10) ❖ Registered
<b>Priorities</b>	Articles for review Discussion and Prep
<b>Things to do and when</b>	Howard Visit FD House Old Post Office Pavilion Nat Geo Museum National Mall White House

## STUDENT TRAVEL POLICY AND PROCEDURES

	Holocaust Memorial Museum Espionage Museum WW II Museum
<b>Questions</b>	