

TRIP REQUEST DOCUMENTATION CHECKLIST

REQUESTOR: _____

DATE: _____

Please attach the following applicable documentation to the Trip Request form before submitting for processing. Any Trip Request that does not have the proper documentation will be returned to the Division Administrative Assistant, which could result in delayed processing and submission to the earliest Board meeting for approval.

For additional information see: <https://www.avc.edu/administration/busserv/travelprocedures>

- Quote from Travel Agency for lodging, airfare, and shuttle (if any) with the Travel Agent Booking Request form.
- Hotel Credit Card (CC) Authorization form. If Requestor requests Purchasing to transfer charges from personal credit card to District AMEX card, Requestor must obtain a CC Authorization form directly from hotel and submit it to Purchasing.
- Conference Registration documentation. If requesting Accounts Payable to send payment, please include the following:
Check payable to: _____
Address: _____
- Include the completed registration form(s). If purchasing is to reserve on line with District AMEX card, Requestor must attached a copy of the completed on line form with all questions answered.
- Car rental should be reserved with personal credit card and will be reimbursed after the trip. The car rental company will request you to provide the credit card reserved with, valid Driver's License, and current proof of insurance. Type of rental must demonstrate to be economical and least expensive available
- To reserve a District Vehicle and/or Driver, you must provide a copy of VP/President-APPROVED Trip Request to Facilities Services via the Facilities Work Request System as a Facilities Use Request (FUR).

Please Note:

- Travel is not allowed to the states identified below per the California Attorney General's Office (AB 1887):
 - Alabama
 - Kansas
 - Kentucky
 - Mississippi
 - North Carolina
 - South Dakota
 - Tennessee
 - Texas
- Trip Requests for "Out of State" and "International" travel must be Board approved prior to taking the trip.
- Deadline for submission to Trip Request Board Report is the 2nd Tuesday before the Board meeting.
- Trip Request must be approved by both the Dean/Director and the Vice President/President. ALL travel requires board approval. If travel occurs before board approval, it will have to be ratified (Board approved after the fact) and could delay reimbursement.
- You must submit your trip reimbursement request within 30 days of last day of travel.

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