

Do I need to fill out a Pre-Approval or Trip Request?

Q: Who needs a Pre Approval/Expense and does the President need to approve it?

A: The President will approve the following Pre Approvals:

- If it is a Mandatory Student Trip and the District is providing transportation out of District
- If there is a rental car
- If restricted travel states are included (AB 1887)
- If the travel is international
- If the travel is out of District and longer than 1 day

The President does not need to approve the following Pre-Approval or Trip Request, however, your Dean/Director and VP must approve a Pre-Approval or Trip Request:

- If the trip is one day
- If the trip is In-District
- If students are traveling on their own to a non-mandatory event

The President will approve the Expense portion:

- If a Rental Car is added after Pre Approval
- If the request did not go to the Board of Trustees prior to travel
- If the expense being requested is more than 30 days after travel occurs