ANTELOPE VALLEY COLLEGE

PROCEDURE FOR REVIEW AND APPROVAL OF STAFF DEVELOPMENT FOR FUNDING AND REIMBURSEMENT

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Employee plans for project, training or activity (Refer to Travel Guidelines).	Complete Staff Development Proposal Form & submit to PCT with supporting documents November 1st – Last working day of March.	PCT and Staff Development Committee review & approve or decline requests.	Employees are provided Staff Development approval or declination.	Employee submits original request through the Emburse Enterprise System.	Approved Pre-Approval through the Emburse Enterprise System is submitted to BOT for approval.	Employee completes approved training/ activity or seeks other funding if declined.	Obtain relevant signatures, & submit the Expense Report with itemized receipts through the Emburse Enterprise System.

STEP 1

Plan for your training or activity (more than 1 proposal can be submitted up to the limit). Refer to the AVC website for travel guidelines.

STEP 2

Fill out the Staff Development proposal form and submit it to the People, Culture, and Talent (PCT) office along with the following documents between November 1st – Last working day of March.

1) Documentation of costs for: transportation (air, shuttle, mileage and parking), housing (hotel), activity costs (conference registration and admission fees).
2) Conference/Activity materials such as brochures or programs.
3) If you are asking for reimbursement for them, an itinerary of activities not prescheduled, such as museum visits.

STEP 3

PCT and Staff Development Committee review and approve or decline requests.

STEP 4

Employee is contacted with approval or declination from the Staff Development Committee.

STEP 5

Employee or designee submits original trip request with Staff Development pre-approval through the Emburse Enterprise System (fka Chrome River).

STEP 6

Approved Emburse Enterprise travel request and Staff Development pre-approval is submitted to the Board of Trustees for approval via the Emburse Enterprise System.

STEP 7

Employee completes approved training, or seeks other funding if declined. If the employee was not approved, it is because there were no more funds, or the proposed project did not fit the guidelines. The committee will attempt to point to other funding options, if possible.

STEP 8

Within 30 days of completion of the project/activity the employee or designee submits the Expense Report in the Emburse Enterprise System with itemized receipts for reimbursement.