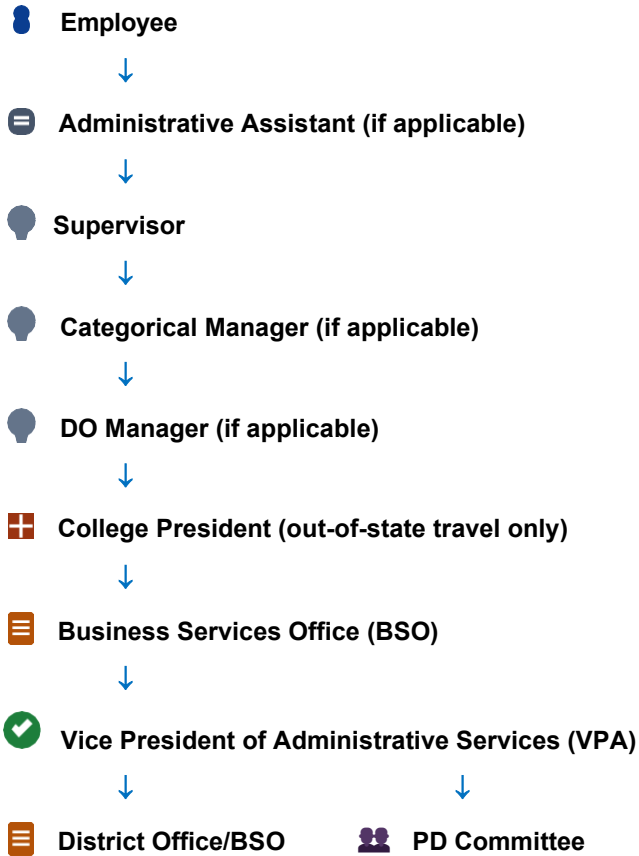


# Travel Authorization & Reimbursement Claim Diagram

American River College • Reference Guide

## STEP 1 — BEFORE TRAVEL

### *Request to Attend & Cash Advance / Prepaid Expense*



### **VPA Approval: Allow Up to 7 business days**

#### **After VPA Approval**

- Employee receives email notification of approval
- TAR claim sent to District Office & Business Services Office (BSO) processing
- Payment issued approximately 2 weeks after approval; BSO notifies employee

#### **Professional Development Funding (if applicable)**

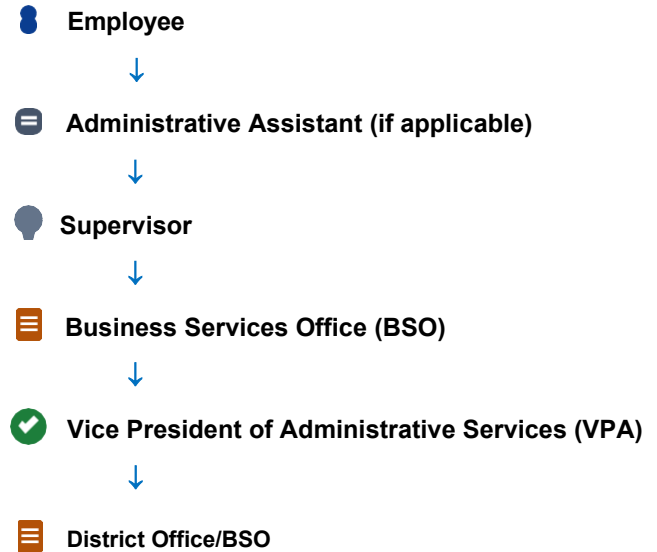
- PD Committee reviews PD funding requests
- Allow up to **10 business days** after the application deadline
- Employee receives email notification of the PD Committee funding decision
- Payment: Check issued approximately 3 weeks after approval

#### **Important Notes**

- Step 1 approval is required before travel occurs
- Approval to travel does not guarantee approval of PD funding
- Cash advances or prepaid expenses cannot be issued without Step 1 approval

## STEP 2 — AFTER TRAVEL

### *Request for Reimbursement*



### **VPA Approval: Allow Up to 5 business days**

#### **After VPA Approval**

- Employee receives email notification of approval
- TAR claim sent to District Office/BSO for reimbursement processing
- Payment issued approximately 2 weeks after approval
- BSO notifies employee; balance due instructions provided if applicable

#### **Submission Deadline**

**Step 2 — Request for Reimbursement** due no later than three (3) business days after attendance or return from travel.

**⚠ IMPORTANT NOTE:** All required supporting documentation must be complete and submitted timely. Missing or incomplete documentation may delay review, approval, or payment and may impact when approvals or payments are issued.