

Financial Affairs
Richard H. Hinds, Chief Financial Officer

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULE: FINAL READING 6GX13-
3D-1.021, INTERNAL FUNDS--SPECIFIC PROCEDURES**

The School Board of Miami-Dade County, Florida, announced on March 17, 1999, its intention to amend School Board Rule 6Gx13- 3D-1.021, Internal Funds-Specific Procedures, at the meeting of May 12, 1999.

The Notice of Intended Action was published in the *Miami Daily Business Review* on March 22, 1999, posted in various places for public information and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedure Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notice of Intended Action, the amended rule, and the documents, the Manual of Internal Accounting for Elementary Schools and the Manual of Internal Accounting for Secondary Schools, which is incorporated by reference and is a part of this rule. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended School Board Rule 6Gx13- 3D-1.021, Internal Funds-Specific Procedures, the documents, the Manual of Internal Accounting for Elementary Schools, and the Manual of Internal Accounting for Secondary Schools, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective May 12, 1999.

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NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on March 17, 1999, its intention to amend Board Rule 6Gx13- 3D-1.021, Internal Funds--Specific Procedures, at its meeting of May 12, 1999.

PURPOSE AND EFFECT: To increase the schools' internal fund travel limits to accommodate the effects of inflation, to eliminate perfunctory procedures and to modify other procedures to agree with district funded travel.

SUMMARY: To modify established policies and procedures for the authorization and reimbursement of travel expenditures payable from the schools' internal fund accounts.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2) ; 230.23 (17), F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 230.23005(2); 237.02(4); 717.1035; 717.113, F.S.; 6A-1.085; 6A-1.087 FAC

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF May 12, 1999, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by April 12, 1999, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Mr. Rodolfo J. Rodriguez
Supervisor: Dr. Richard H. Hinds
Date: February 24, 1999

Non-salaried Accounts**INTERNAL FUNDS--SPECIFIC PROCEDURES**

The specific procedures to be followed are given in the **Manual of Internal Accounting for Elementary Schools** and the **Manual of Internal Accounting for Secondary Schools**, which are incorporated by reference in this rule and are a part hereof. The **Manual of Internal Accounting for Elementary Schools** and the **Manual of Internal Accounting for Secondary Schools** are on file in the Board Office and in the Citizen Information Center.

Specific Authority: 230.22 (2); 230.23 (17) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23005(2); 237.02(4); 717.1035;
717.113, F.S.;
6A- 1.085; 6A- 1.087 FAC

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 5-4-83; 12-7-83; 12-11-85; 8-20-86; 8-22-90; 1-9-91; 9-4-91; 4-22-92

MANUAL OF INTERNAL ACCOUNTING

FOR ELEMENTARY SCHOOLS

OFFICE DIVISION OF ACCOUNTING

The School Board of Miami-Dade County, Florida

Miami, Florida

1999-1991

Final Reading
March 17, 1999



giving our students the world

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Miami-Dade County Public Schools

School Board Members

Dr. Solomon C. Stinson, Chair
Dr. Michael M. Krop, Vice Chair
Mr. G. Holmes Braddock
Ms. Perla Tabares Hantman
Dr. Robert B. Ingram
Ms. Betsy H. Kaplan
Mrs. Manty Sabatés Morse
Mr. Demetrio Pérez, Jr., M. S.
Dr. Marta Pérez

Ms. Monica V. Hunt, Student Advisor

Superintendent of Schools

Mr. Roger C. Cuevas



I. OPERATING POLICIES AND PROCEDURES

A. Certain reimbursements are permissible for travel expenses of school personnel if funds are available and expenditures properly approved. Such expenditures are governed by Florida Statutes 112.061 and School Board Rule 6Gx13-4C-1.07, specifying Board formulas for travel expenses, and all of the following as applicable. (See Travel Policies & Procedures Manual for further details)

Out-of-County Travel

B. Board formulas for transportation and per diem expenses shall be used in computing expenses for all trips

1. Schools shall be authorized to budget annually for employee travel, provided funds are available, according to the following maximums:

Senior High Schools	\$3,000	<u>\$3,500</u>
Vocational Technical Centers	\$3,000	<u>\$3,500</u>
Adult/Vocational Centers	\$3,000	<u>\$3,500</u>
Middle Schools	\$2,500	<u>\$3,000</u>
Elementary Schools	\$2,000	<u>\$2,500</u>
Community Schools	\$1,000	<u>\$1,500</u>

a. Elementary and secondary schools shall budget from General Fund Program. If the school does not have sufficient funding to meet their travel needs, up to the specified maximum, the school may use district funds to supplement any deficiency. Actual travel expenditures will be recorded in General Fund Program, Travel Account Function. Under no circumstances are both funding sources to exceed established maximums

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- b. Vocational Technical Centers, Adult Education Centers, and Special Vocational Centers shall budget from the General Fund Program. Upon approval of the Assistant Superintendent for the Office of Vocational Applied Technology, Adult, Career and Community Education (OATACCE), additional funds may be allocated/budgeted to meet special needs. Actual travel expenditures will be recorded in the Travel Account Function
 - c. Evening programs in Vocational Technical Centers shall be considered separate entities for purpose of establishing travel budgets
2. Budgets for coaching personnel are not included above, see Athletic Manual for details
 3. Funds for employees chaperoning students, not included above, will be budgeted from sponsoring activity-accounts functions
 4. Schools operating community schools shall budget \$1,000 \$1,500 from Community School Trust-Fund Program. Upon approval of the Assistant Superintendent for the Office of ~~Vocational~~ Applied Technology Adult, Career and Community Education, additional funds may be allocated/budgeted to meet special needs. Actual travel expenditures will be recorded in the Trust Fund Community School Program, Travel Account Function. Transfer of funds will be made from Activity Account Function to cover travel expenditures

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II. TRAVEL EXPENSES--SCHOOL EMPLOYEES, AND OTHER AUTHORIZED PERSONS

The following classifications of personnel shall be eligible for reimbursement for travel expenses:

- A. Employees representing Superintendent of Schools and/or Board on official school business or employees whose regular assignment necessitates travel from their official headquarters or post of duty on school business
- B. Employees or other persons authorized to attend conferences and conventions of official educational agencies and of professional organizations
- C. Teachers, other employee chaperones, and non-employee chaperones accompanying students in official capacity on approved student travel. Such expense generally paid from fund raising proceeds

III. APPROVAL OF TRAVEL AND REIMBURSEMENT

- A. Region Assistant Superintendent or designee and the Deputy Superintendent, School Operations will approve school principal's and assistant principal's travel and reimbursement
- ~~B. School principal will approve travel and reimbursement of other school personnel.~~
- B. School site employees: Non-administrative personnel require the prior approval of the school principal and the Region Superintendent

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- C. Request for student groups to leave, the county must be directed to rRegion Assistant sSuperintendent for approval
 - 1. Requests for out-of-state trips must be presented, through rRegion Assistant sSuperintendent, for Board approval
 - 2. On all school sponsored trips involving students traveling by air, travel should be with a carrier which is F.A.A. certified as an air carrier
 - 3. Supporting document on airline travel must ~~be~~ include a copy of actual ticket used

V. AUTHORIZED EXPENSES FOR TRAVEL OUTSIDE MIAMI- DADE COUNTY

- A. All authorized personnel whose official duties require them to travel out-of-county, and other authorized travelers are eligible for reimbursement in accordance with Florida State Statutes, Rules and Board Policy. Official duty is defined to include meetings, conferences, workshops and other school business requiring travel that has been approved prior to the date of travel
- B. Following general regulations shall be applicable to travel of employees:
 - 1. Temporary Duty- Any employee in order to be eligible to have expenses paid for travel ~~shall have filed in advance of such travel an approved Temporary Duty form in the Office of Personnel~~ must obtain, prior to travel, their immediate supervisor's approval on Payroll Leave Card (Form FM 2671).

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2. Superintendent's Representative- The Superintendent or his designee, is authorized to approve travelers as the Superintendent's representative to seminars, conferences, conventions and similar type meetings, and on assignment during the legislative session in Tallahassee. When traveling as the Superintendent's representative, it must be documented through a confirming memorandum to the Superintendent, or his designee especially ~~when a second or more reimbursable conference, workshop or convention is being attended within the same fiscal year~~

3. Maximum Expenses - Expenses in excess of ~~\$1,000~~ \$1,500 per person, per trip excluding registration fees and tuition, must be approved by the Superintendent or designee ~~Board upon the special recommendation of the Superintendent.~~ If the business of the school system requires the employee to visit in more than one city, each stop would be considered a trip. The total number of stops would be divided into the total expenditure and the result should be measured against the maximum of ~~\$1,000~~

4. Maximum Number of Employees - Superintendent of Schools shall establish annually maximum number of administrative, supervisory, or technical employees to attend same national or regional professional conference or convention

5. Maximum Number of Trips - Employees, upon approval of request may attend only one out-of-state national or regional professional conference or convention per fiscal year, except as approved by Superintendent as a designated representative of Superintendent of Schools or Board. Exception to the maximum number of trips is stated in Board Rule 6Cx13-4G-1.07

4. Maximum Number of Out of County Trips - The maximum number of out-of-county trips an employee may take during any school year, will be decided by the administrator responsible for the travel authorization

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6. 5. Maximum Length of Temporary Duty - Temporary duty for single trip shall not exceed length duration of conference plus required travel time to and from, regardless of source of funds. Exceptions must be received approved by Region Assistant Superintendent and approved by Deputy Superintendent, of Schools Operations or designee

7. 6. Reimbursement of Expenses By Other Agencies - Employees requested or directed to attend conferences or conventions by the State Florida Department of Education or institutions when such agencies agree to reimburse the Board in full, may be approved for full expenses according to the Board transportation policy and per diem formulas

8. 7. Record of Trips - The region office shall maintain record of each out-of-county trip for school principals and assistant principals authorized for temporary duty. Record shall include:

- Name of traveler
- Dates away from school location
- Location of conference or activity
- Fund source and amount of travel expenses
- Registration and tuition cost
- Cumulative total of temporary duty days for school year

9. 8. Records of Program or Agenda - Copy of program or agenda of convention or conference, itemizing registration fees and meals or lodging included in registration fee, shall be on file ~~in the region office, and kept on file~~ at the school for auditing purposes

V. PAYMENT OF EXPENSES FROM INTERNAL FUND

Principal and school administrative personnel

Upon return from approved travel, the principal and other school administrative personnel will submit a check requisition and an appropriate travel form, with required supporting documents attached, to the region office for approval. Upon the region office approval, principal reimbursable expenses will be paid ~~reimbursable expenses from the schools'~~ internal fund. Approved documents ~~will~~ must be retained for audit by the school treasurer

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School Employee

Upon return from approved travel the school employee will submit a check requisition and an appropriate travel form with required supporting documents attached, to the school principal for approval. Upon approval, the school employee will be paid reimbursable expenses from the schools' internal fund. Approved documents ~~will~~ must be retained for audit by the school treasurer

A. Following exceptions related to cash advances, direct payments to vendors for meals and lodging, and advance registration in connection with approved travel and required advance payment shall be used only with approval of the Region Assistant Superintendent or designee:

1. Cash Advancements

- a. Cash advancements to authorized travelers on official business, in amount not to exceed estimated out-of-pocket reimbursable expenses, may must be authorized by region assistant superintendent or designee the approval chain as explained in Section III. The advance payment can should not be more made earlier than 30 days prior to travel the departure date
- b. Authorized traveler shall submit final accounting with necessary supporting documents to the Region Office within 10 working days following the return from official travel status
- c. Traveler must refund amount of cash advancement exceeding the actual reimbursable expenses
- d. Balance due to the traveler will be paid after completion of travel and accounting for the expenses

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2. Payments to Vendors

- a. Direct payment to vendors for authorized emergency travel for meals and lodging of employees may be authorized by the principal and the Region Assistant Superintendent or designee not to exceed authorized per diem, if requested by employee
- b. Final accounting with necessary supporting documents shall be provided to the region office by the employee within 10 working days of return from official travel status
- ~~e. Employee shall refund charges in excess of approved expenses~~
- ~~d. c.~~ Balance due to the traveler will be paid after completion of travel and accounting for the expenses

3. Advance Payments

- a. Travel advances not in excess of the estimated out-of-pocket expenses may be paid to authorized travelers on official business when approved by the Superintendent or his designee
- b. Required advance registration fees and purchase of airline tickets for authorized travelers attending seminars, training sessions, conferences, conventions, or other similar meetings requested by administration, may be paid from school internal accounts funds directly to the conference or the airline. The advance can not be more than 30 days prior to the travel date
- c. Final accounting or refunds shall be made within ten (10) working days to the region office following the return from official travel status
- d. Balance due to the traveler will be paid after completion of travel and accounting for the expenses

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B. The following ~~exception relates~~ apply to student travel with employees and shall be used ~~only with approval of the principal~~:

1. Student Travel Advance

a. ~~Number~~ List of employees accompanying students and ~~individuals~~ selected chaperones must be approved in advance by the school principal

b. Advances for student ~~trips~~ travel must be requested on ~~standard~~ official form and approved by the school principal

2. Final payment for out-of-county travel may not exceed actual expenses for students and non-employee chaperones and Board ~~formula~~ policy for employee chaperones, provided funds are available

a. Student expenses usually paid from fund-raising proceeds, ~~which~~ may be used to pay expenses of accompanying employees or non-employee chaperones

b. Donations from ~~P~~personal funds or allied organization fund-raising proceeds may be deposited ~~into school internal funds~~ to enable one payment or reservation for group/club in the group and/or club function to assist schools with student travel expenses

c. Expenditures for non-employee chaperones for activities within the county may not exceed actual expenditures for meals and room, in accordance to Board policy and per diem formula if such are necessary for chaperone function, ~~providing~~ if funds are available. Employee chaperones or non-employee chaperones and student expenditures must be separately documented

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VI. TRAVEL EXPENSES NOT AUTHORIZED

A. No in-county travel expenses incurred overnight are not reimbursable unless:

Traveler ~~administratively assigned on~~ assignment involves official business outside of regular office hours and away from regular place of employment ~~where~~ and incurred expenses are considered reasonable and necessary ~~and~~

Meal times involved or overnight lodging are required;
Prior approval of the Superintendent or designee has been given

B. Travel expenses shall not be authorized to be paid from school internal Accounts fund for:

1. ~~Employees~~ who received college credits ~~for work done while in attendance at~~ attending a workshop, seminar, conference or similar meetings
2. Classroom teachers ~~to attending~~ subject-area meetings or conferences, unless the classroom teacher is authorized to attend such meeting by the administration
3. ~~Trips~~ Travel is not school related
4. Expenses incurred by spouse or other non-authorized personnel who may accompany authorized traveler; ~~and~~
5. Travel to music clinics, festivals, and other music affairs when students are not officially participating

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VII. TRAVEL EXPENSES - COMPUTATION FORMULAS

Greater possible economy shall be obtained by avoidance of unnecessary travel and joint travel whenever feasible. Travelers gratuitously transported or riding with an authorized traveler in his/her private vehicle being paid mileage are not entitled to any transportation payment

Formulas below shall be used in computing payment for travel expenses for school authorized travelers

A. Transportation by Privately Owned Vehicle

1. No approval is given for travel using a private aircraft air or seacraft due to liability insurance constraints. No reimbursement will be made for such travel expenses
2. ~~Amount shall be maximum provided by law for round trip automobile mileage according to American Automobile Association (AAA). The rate for fiscal year 1989-90 is 20¢ per mile.~~ Mileage distance claimed should be based on maximum provided for round trip automobile mileage according to American Automobile Association (AAA) or other reliable source. The current reimbursable rate will be the same rate being paid for mileage from budgetary district funds according to the Travel Policies & Procedures Manual
3. Necessary parking and storage fees; bridge, road, ferry, and tunnel tolls shall be reimbursed when supported by receipts
4. Reimbursement for private vehicles must not exceed the most economical air fare when adequate air service is available
5. Necessary local travel shall be reimbursed and is to be shown separately on the voucher

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- 6. Travel by privately owned vehicle in lieu of publicly owned vehicles or common carrier may be authorized by the region office
 - a. Traveler entitled to mileage allowance at the rate prescribed by Board policies or common carrier fare for such travel, whichever is most economical
 - b. Effort should be made by traveler to determine in advance the best fares available by public carrier
 - c. The Region office shall approve most economical means of travel for each trip, taking into consideration travel time, cost of transportation (mileage) and other pertinent factors, and per diem or subsistence for required travel

B. Transportation by Public Carrier

- 1. Reimbursement for necessary travel on common carrier at minimum rates (receipts required)
- 2. Necessary taxi, limousine, and bus fares when supported by a receipt or detailed signed statement
- 3. Set charges for baggage handling when supported by a receipt or detailed signed statement
- 4. No tips and gratuities will be reimbursed

C. Per Diem or Meals for Lodging Allowance for Travel

Traveling expenses of ~~travelers~~ shall be limited to those expenses necessarily incurred ~~by them~~ in the performance of public purpose authorized by law and ~~must be~~ within the limitations prescribed by law

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1. Types of Travel:

- a. Class A travel - continuous travel 24 hours or more, reimbursed on a quarter-day per diem basis or fraction thereof, as follows:

12:00 midnight	to	6:00 a.m.
6:00 a.m.	to	12:00 noon
12:00 noon	to	6:00 p.m.
6:00 p.m.	to	12:00 midnight

- b. Class B travel - continuous overnight, but less than 24 hours reimbursement on a quarter-day per diem basis commencing at the time of departure
- c. Class C travel - Not overnight, only meal allowances are reimbursable
- d. The current per diem rate is \$50 per day at the rate of \$12.50 per quarter-day or fraction thereof

2. Per diem meal allowances are as follows:

- a. Breakfast--When travel begins before 6:00 a.m. and extends beyond 8:00 a.m. -\$3.00
- b. Lunch--When travel begins before 12:00 noon and extends beyond 2:00 p.m. -\$6.00
- c. Dinner--When travel begins before 6:00 p.m. and extends beyond 8:00 p.m. \$12.00

Total Per Day.....\$21.00

Refer to the district Travel Policies & Procedures Manual for most current per diem meal allowance rates

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3. Rates of per diem and subsistence allowance:

Each employee and authorized person traveling to attend a convention, conference, or a meeting, or to conduct bona fide school business, which the convention, conference, meeting, or a business who directly serves direct and its lawful purpose with is related to the school system, shall be reimbursed for the following expenses while attending or conducting such functions:

~~a. Out-of-state travel-~~

~~(1) Amount for meals not to exceed amounts prescribed by law~~

~~(2) Actual expenses for lodging at single occupancy rate, to be substantiated by paid bills therefore~~

~~b. a. In- and out of state travel - Per diem at prescribed rate or actual expenses~~

~~e. b. If actual expenses exceed per diem: the necessary and is reasonable expenses for lodging at single occupancy rate is to be substantiated by paid bills. Therefore, plus meal allowance Meals will be reimbursed based upon state guidelines as discussed in Section 7-7.12 of this manual~~

~~d. Class C travel on official business, amount for meals not to exceed the amounts prescribed by law-~~

~~e. c. No one, whether traveling in or out of state or in-state, no one shall be reimbursed for any meal or lodging included in convention or conference registration fees paid by the state. When lodgings or meals are provided by state institutions, the traveler shall be reimbursed only for actual expenses incurred for of such lodging or meals, not to exceeding the maximum provided for in this subsection~~

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4. Registration Fee

When a ~~Where~~ registration fee is charged for attending a conference, convention, seminar or a similar type of meeting, the expense of ~~for~~ such fee an activity shall be allowed. ~~The~~ registration fee will shall be recorded in the travel account function

5. Communications

Reasonable and necessary expenses for communications for during official business while in authorized travel status, such as: telephone, telegraph, mail, facsimile (fax), and other similar items, properly supported by paid receipts where possible, shall be allowed

VIII. TRAVEL EXPENSE REPORTS - EMPLOYEES AND ACCOMPANYING STUDENTS

A. ~~Request For Travel Advance--Reimbursement form~~ Travel Expense Report By Faculty When Accompanying Students form (FM-0994) must be presented to the appropriate supervisor ~~for~~ to secureing advance for travel expenses ~~or for~~ reimbursement of travel expenses

1. Estimated expense section of form FM-0994 provides for request and approval of expense advances for travel expenses
2. For individual transportation or student expenses fill in all applicable information

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B. Actual expense section provides for detailed summary of expenses upon return from trip

1. Document as indicated on form (FM-0994):

- | | |
|---|--|
| a. Date | a. <u>Employee name</u> |
| b. Name of employee | b. <u>Date</u> |
| c. Employee number | |
| d. Employee work phone number | d. <u>Employee position</u> |
| e. School/department | e. <u>Work location</u> |
| f. Home address | f. <u>School name</u> |
| g. Description of conference | |
| h. For what reason | h. <u>Purpose for travel</u> |
| i. Location | i. <u>Destination</u> |
| j. Dates (to from) | j. <u>Travel mode</u> |
| k. Travel alone or with students | k. <u>Actual departure/return-date and time</u> |
| l. Mode of travel | l. <u>Statement or expenses (Employee- 1 thru 9)</u> |

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- | | |
|---|---|
| m. — Departure information | m. <u>Statement of expenses (Students- 10A thru 10D)</u> |
| n. — Return | n. <u>Advance requested</u> |
| o. — Transportation expense | o. <u>Summary of expenses and payments</u> |
| p. — Per diem or hotel expense | p. <u>Traveling employee's signature and date signed</u> |
| q. — Registration fee (submit receipt) | q. <u>Funds available certification</u> |
| r. — Incidental expenses (submit statement) | r. <u>Account name</u> |
| s. — Student expenses | s. <u>Treasurer's signature/date signed</u> |
| t. — Signature of employee | t. <u>Principal's signature/date signed</u> |
| u. — Region coordinating principal/
principal approval | u. <u>Region Office/School Operations Approval and date</u> |
| v. — Advance check amount | |
| w. — Amount due employee | |
| x. — Refund due school | |
| y. — Employee signature | |
| z. — Paying fund | |
| aa. — Approval signature | |

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ILLUSTRATION (7-5)

THE SCHOOL BOARD OF DADE COUNTY, FLORIDA
REQUEST FOR TRAVEL EXPENSE ADVANCE/REIMBURSEMENT WHEN ACCOMPANYING STUDENTS

(b) EMPLOYEE NAME Teacher (c) DATE 2/20/8-
 EMPLOYEE NUMBER 071901 (d) PHONE NUMBER 123-4567
 SCHOOL DIST. Dade HOME ADDRESS 12347 Miami, Fla
 I RESPECTFULLY REQUEST APPROVAL OF EXPENSES AND TEMPORARY ASSIGNMENT OF DUTY TO ATTEND
 (g) FBLA Convention (h) Chaperone/Deputy
 (i) Chicago, Ill. (j) 4/10/8- (k) 4/12/8-
 (l) 3 (m) FBLA
 I WILL TRAVEL () ALONE OR (X) WITH STUDENTS
 MODE OF TRAVEL - AIR (X) PRIVATE VEHICLE OTHER

	ESTIMATED	ACTUAL
DEPARTURE	4/10/8	4/10/8
RETURN	4/12/8	4/12/8
A. TRANSPORTATION EMPLOYEE (n)		
1. Public Carrier (Ticket Book)	\$ 275.00	\$ 275.00
2. Taxi, Tolls, Parking, etc. (Receipt or Statement)	20.00	20.00
3. Private Vehicle (8.23/mile) Lic. Passenger		
4. Car Rental - Required Prior Approval By Area Director (Receipt)		
B. PER DIEM (p) X Day "		
OR HOTEL (Other Single Room 250.00 (Receipt)	250.00	250.00
MEALS	125.00	136.00
C. REGISTRATION (Receipt) (q)	25.00	25.00
D. INCIDENTAL (Statement) (r)		3.00
E. STUDENT EXPENSES (Receipts and/or Statements) (s)		
1. Transportation (If Additional "A" Approval)	125.00	125.00
2. Lodging	275.00	275.00
3. Meals - STUDENTS (Receipts)		
4. Other <u>DWA MEALS</u>		
TOTAL EXPENSE (t) <u>Teacher</u>	\$ 1893.00	\$ 1899.00

SIGNATURE OF EMPLOYEE Teacher
 APPROVED BY Principal AREA DIRECTOR (u)
 STUDENT LAGGING & EMERGENCY REGISTRATION AIRLINE TICKETS
 LESS AMOUNT ADVANCED OF \$133.00 1400 6750
 AMOUNT DUE EMPLOYEE - OK # 1418 1234 2500
 REPAIRS DUE SCHOOL RECEIPT # _____ (v)

CERTIFICATION
 I CERTIFY THAT THESE EXPENSES WERE ACTUALLY INCURRED BY ME AS NECESSARY TRAVELING EXPENSES IN THE PERFORMANCE OF MY OFFICIAL DUTIES TO THE BEST OF MY KNOWLEDGE AND BELIEF.
 SIGNATURE Teacher, FBLA Approval
 APPROVAL Principal AREA DIRECTOR (w)
 TO BE PAID FROM FUND MAKE FBLA (x)
 878-8074 808-10864 Rev. 01-82

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

7-7.17

ILLUSTRATION

MIAMI-DADE COUNTY PUBLIC SCHOOLS. Page 1 of 2

TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS

Employee Name Judith W. Nimer (A) Date March 01 (B) Employee # 000000 (C)
 Employee's Position Instructor (D) Work Loc. # 123456 (E)
 School Name Any Miami Dade County Public School (F)
J. B. D. B. Convention (G) Reason for Travel (H) Location (City, State) Chicago, Ill. (I)
 (Description of conference, meeting, etc.)

TRAVEL MODE: (J) (K) Actual Departure April 10, 6:00 A.M. (Date) (Time)
 Air Private Vehicle Rented Vehicle Actual Return April 15, 11:30 P.M. (Date) (Time)
 Other, Explain _____

STATEMENT OF EXPENSES (L)	ESTIMATED	ACTUAL	PAID DIRECTLY TO VENDOR
1. Transportation (Common Carrier)	\$ 295.00	\$ 295.00	\$ 295.00
2. Registration Fee	25.00	25.00	25.00
3. Entrance Tickets to (Amusement Parks, Shows, Exhibitions, etc.)	- 0 -	- 0 -	- 0 -
4. Taxi, Tolls, Parking	20.00	20.00	- 0 -
5. Private Vehicle Mileage (28¢/mile)	- 0 -	- 0 -	- 0 -
6. Lodging (Hotel/Single Rate only)	250.00	250.00	- 0 -
7. Meals	126.00	126.00	- 0 -
8. Per Diem \$ _____ X _____ Days =	- 0 -	- 0 -	- 0 -
9. Other-Miscellaneous	- 0 -	- 0 -	- 0 -
10. Student Expenses (Receipts and/or Statements) (M)	3.00	3.00	- 0 -
A. Transportation (If Additional "1" Above)	825.00	825.00	825.00
B. Lodging	395.00	395.00	- 0 -
C. Meals (Student provide own meals)	- 0 -	- 0 -	- 0 -
D. Other	- 0 -	- 0 -	- 0 -
Total	\$ 1895.00	\$ 1899.00	\$ 1125.00

*Advance Requested \$ 625.00 (N)

Total Actual Expenses 1899.00 (O)
 Less Advance 625.00
 Less Payments to Vendor 1125.00
 Amount Due Employee 149.00
 Refund Due School - 0 -

I respectfully request authorization to incur the above estimated expenses for temporary duty to travel as indicated on this report in the performance of my official duties.

Travelling Employee's Signature Judith W. Nimer (P) Date Signed March 25, (Q)

FUNDS AVAILABLE CERTIFICATION:
 Account: Program 503 Function 0218 (R) Account Name SPD 1 (S)
 Treasurer's Signature Treasurer's Signature (T) Date Signed March 26, (U)
 Principal's Signature Principal's Signature (V) Date Signed March 27, (W)
 Region Office/School Operations Region Office/School Operations (X) Date Signed March 31, (Y)

NOTE: List of students traveling must be included on the back page of this report. FM-0994 Rev. 109-881

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TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS (continued)

LIST OF ACCOMPANYING STUDENTS

STUDENT'S NAME	STUDENT'S SIGNATURE	CHAPERONE'S TITLE/NAME	CHAPERONE'S SIGNATURE
1. Peter Colon	<i>Peter Colon</i>	Instructor	<i>Teacher's Signature</i>
2. James Garcia	<i>James Garcia</i>	"	" "
3. Ernest Rong	<i>Ernest Rong</i>	"	" "
4.			
5.			
6.			
7.			
8.			
9.			
10.			
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NEW

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- 2. Individual reports must be filed prepared by the employee requesting reimbursement for mileage and/or per diem
 - 3. Reimbursement for mileage of a private vehicle cannot exceed minimum cost of an airline ticket
 - 4. Equivalent of meals included in registration fees must be deducted from the meal allowance or per diem
- C. Total expenses for individual employees may not exceed Board policy, a maximum of ~~\$1,000~~ \$1,500 per trip, excluding tuition and registration fees
- D. Filing
- 1. Forms involving payments will document final payment
 - 2. Forms involving refunds should be attached to the check requisition for advance

IX. TRAVEL EXPENSE REPORT - ADMINISTRATIVE OR EMPLOYEE

- A. Request For Travel Advance--Reimbursement form FM-1104 must be presented to the appropriate supervisor ~~for to~~ securing any advance for travel expense, or for reimbursement of travel expenses
- 1. Estimated expense section of the form provides for the request and approval of expense advances
 - 2. For individual transportation, fill in applicable information

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B. Actual expense section provided for detailed summary of expenses upon return from trip

1. Document as indicated on form FM-1104

a. Travel summary

b. Name of employee

c. Employee number

d. Date

e. School/Department

f. Work location

g. Pay code

h. Dates (from-to)

~~i. To attend~~

~~j. As a~~

~~k. Days taken~~

~~l. Location~~

~~m. Signature~~

n. Date

l. Description of conference

j. Reason for travel

k. Additional days taken / type of leave

l. Destination

m. Traveler's signature

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POLICY
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- o. Departure information
- p. Travel data
- q. ~~Actual~~ q. Actual departure information
- r. Transportation
- s. Per Diem
- t. Registration fee (submit receipt)
- u. Incidental expenses (submit receipt)
- v. Total expenses
- w. Charge to
- x. ~~Authorization~~ x. Authorization / Certification of available funds
- y. ~~Approved~~ y. Typed signatures
- z. ~~Signature~~ z. Signature / titles / date
- aa. ~~Approved for payments~~ aa. Certification of actual expenses
- bb. Approved for payment

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

7-7.22

ILLUSTRATION

REQUEST FOR TRAVEL EXPENSE
ADVANCE/REIMBURSEMENT
(SEE TRAVEL PROCEDURES MANUAL)

This request is state out-of-state No. Workdays 5.5
 Number of previous trips in-state 0 No. Workdays 0
 Number of previous trips out-of-state 0 No. Workdays 0
 Total previous trips 0 Total Workdays 5.5

for this employee this 1984-85 school year.
(See Revisions)

EMPLOYEE NAME Principal's Name (R) TITLE Principal EMPLOYEE NUMBER 11100 (C) DATE Oct. 5 (R)
 EMPLOYEE SCHOOL/DEPT. Maine State County Public School (C) WORK LOCATION NUMBER 000 (P) PAYCODE 0 (C)
 I respectfully request approval of Expenses and Temporary Assignment of Duty from November 01 (R) to November 06 (R) to attend
National Organization of Schools (R) as a Lecturer (R) and 0 (R) other days taken as 1/4 (R) leave.
 LOCATION Denver Colorado (C) SIGNATURE Principal's Signature (R) DATE Oct. 15 (R)

ESTIMATED (C) TRAVEL DATA (P) ACTUAL (R)

DEPARTURE: Date Nov. 01 Time 2:00 P.M. PLEASE CHECK MODE OF TRAVEL: Air MDCPS Interstate
 RETURN: Date Nov. 06 Time 9:00 P.M. Private Vehicle, Driver Passenger Other

DESCRIPTION OF EXPENSES	ESTIMATED	ADVANCE REQUESTED	ACTUAL	DUE	REMARKS
A. Transportation (R)					
1. Common Carrier - minimum rate (specify) = \$			\$ 350.00	\$ 350.00	
2. Private vehicle: mileage @ _____ per mile			- 0 -	- 0 -	
3. Car rental (see reverse)			- 0 -	- 0 -	
4. Taxi, toll, parking, etc. (attach original receipts)			20.00	20.00	
Per Diem Option: _____ Days (S) (OR) Hotel = \$ <u>360.00</u>			360.00	360.00	
KS _____ = \$ _____ Meals = \$ <u>119.00</u>			119.00	119.00	
C. Incidental (attach original receipts) (C)			- 0 -	- 0 -	
D. Registration/Tuition (attach original receipts) (T)			853.00	853.00	
* Please Note Sales Tax is not to be paid on hotel rooms. Use Tax Exempt No. 23-06-374897-53C			100.00	100.00	
SUB-TOTAL			1352.00	1352.00	
(V) TOTAL			1352.00	1352.00	

CHARGE TO (M) FUND WORK LOC. OBJECT PROGRAM FUNCTION CHARGE LOC. INTERNAL FUND
5 3 3 1 General Fund (502/000)

AUTHORIZATION: CERTIFICATION OF AVAILABLE FUNDS: Principal's Signature (R) Date Oct. 15 (R)
 TRAVEL APPROVED: Superintendent's Signature (R) Date Oct. 15 (R)
Principal's Signature (R) Date Oct. 15 (R)
Principal's Signature (R) Date Oct. 15 (R)

AFTER TRAVEL: I certify that these expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, and are true and correct to the best of my knowledge and belief. (C.A.)
 EMPLOYER: Principal's Signature (R) Date Nov. 01 (R)
 APPROVED FOR PAYMENT: Principal's Signature (R) Date Nov. 01 (R)
Principal's Signature (R) Date Nov. 01 (R)

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REIMBURSEMENT OF TRAVEL EXPENDITURES

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2. Individual reports must be filed prepared by the employee requesting reimbursement for mileage and/or per diem
3. Reimbursement for mileage of a private vehicle should not exceed minimum cost of an airline ticket, unless otherwise documented in writing and authorized prior to actual travel
4. Equivalent of meals included in registration fees must be deducted from meal allowance or per diem

C. Total expenses for individual employees may not exceed the Board policy maximum of ~~\$1,000~~ \$1,500 per trip. ~~Expenses in excess of \$1,000 per person excluding registration fees must be approved by the Board upon the special recommendation of the Superintendent~~

D. Filing

1. Forms involving payments will document final payment
2. Forms involving refunds should be attached to the check requisition for advance

X. FEDERAL AND STATE TAXES

A. All air travel is subject to Federal excise tax

1. Hotel and motel accommodations for school personnel are not subject to Florida Sales or Resort Tax
2. ~~Board's Florida Sales Tax exemption number is 03-00025-08-23-~~ Present Florida sales tax exemption number to the hotel clerk when registering
3. If the hotel clerk refuses to honor exemption, reimbursement for sales tax paid may be made to the employee

B. Taxes in states, other than Florida, which apply to hotel and motel accommodations must be paid and reimbursed to travel

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MANUAL OF INTERNAL ACCOUNTING

FOR SECONDARY SCHOOLS

OFFICE DIVISION OF ACCOUNTING

The School Board of Miami-Dade County, Florida

Miami, Florida

1999-1991

Final Reading
March 17, 1999



giving our students the world

K-21

Miami-Dade County Public Schools

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Ms. Monica V. Hunt, Student Advisor

Superintendent of Schools

Mr. Roger C. Cuevas



I. OPERATING POLICIES AND PROCEDURES

A. Certain reimbursements are permissible for travel expenses of school personnel if funds are available and expenditures properly approved. Such expenditures are governed by Florida Statutes 112.061 and School Board Rule 6Gx13-4C-1.07, specifying Board formulas for travel expenses, and all of the following as applicable. (See Travel Policies & Procedures Manual for further details)

Out-of-County Travel

B. Board formulas for transportation and per diem expenses shall be used in computing expenses for all trips

1. Schools shall be authorized to budget annually for employee travel, provided funds are available, according to the following maximums:

Senior High Schools	\$3,000	<u>\$3,500</u>
Vocational Technical Centers	\$3,000	<u>\$3,500</u>
Adult/Vocational Centers	\$3,000	<u>\$3,500</u>
Middle Schools	\$2,500	<u>\$3,000</u>
Elementary Schools	\$2,000	<u>\$2,500</u>
Community Schools	\$1,000	<u>\$1,500</u>

a. Elementary and secondary schools shall budget from General Fund Program. If the school does not have sufficient funding to meet their travel needs, up to the specified maximum, the school may use district funds to supplement any deficiency. Actual travel expenditures will be recorded in General Fund Program, Travel Account Function. Under no circumstances are both funding sources to exceed established maximums

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

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- b. Vocational Technical Centers, Adult Education Centers, and Special Vocational Centers shall budget from the General Fund Program. Upon approval of the Assistant Superintendent for the Office of Vocational Applied Technology, Adult, Career and Community Education (OATACCE), additional funds may be allocated/budgeted to meet special needs. Actual travel expenditures will be recorded in the Travel Account Function
 - c. Evening programs in Vocational Technical Centers shall be considered separate entities for purpose of establishing travel budgets
2. Budgets for coaching personnel are not included above, see Athletic Manual for details
 3. Funds for employees chaperoning students, not included above, will be budgeted from sponsoring activity-accounts functions
 4. Schools operating community schools shall budget \$4,000 \$1,500 from Community School Trust-Fund Program. Upon approval of the Assistant Superintendent for the Office of ~~Vocational~~, Applied Technology Adult, Career and Community Education, additional funds may be allocated/budgeted to meet special needs. Actual travel expenditures will be recorded in the Trust-Fund Community School Program, Travel Account Function. Transfer of funds will be made from Activity Account Function to cover travel expenditures

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II. TRAVEL EXPENSES--SCHOOL EMPLOYEES, AND OTHER AUTHORIZED PERSONS

The following classifications of personnel shall be eligible for reimbursement for travel expenses:

- A. Employees representing Superintendent of Schools and/or Board on official school business or employees whose regular assignment necessitates travel from their official headquarters or post of duty on school business
- B. Employees or other persons authorized to attend conferences and conventions of official educational agencies and of professional organizations
- C. Teachers, other employee chaperones, and non-employee chaperones accompanying students in official capacity on approved student travel. Such expense generally paid from fund raising proceeds

III. APPROVAL OF TRAVEL AND REIMBURSEMENT

- A. Region Assistant Superintendent or designee and the Deputy Superintendent, School Operations will approve school principal's and assistant principal's travel and reimbursement
- ~~B. School principal will approve travel and reimbursement of other school personnel.~~
- B. School site employees: Non-administrative personnel require the prior approval of the school principal and the Region Superintendent

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REIMBURSEMENT OF TRAVEL EXPENDITURES

- C. Request for student groups to leave, the county must be directed to rRegion Assistant sSuperintendent for approval
 - 1. Requests for out-of-state trips must be presented, through rRegion Assistant sSuperintendent, for Board approval
 - 2. On all school sponsored trips involving students traveling by air, travel should be with a carrier which is F.A.A. certified as an air carrier
 - 3. Supporting document on airline travel must be include a copy of actual ticket used

V. AUTHORIZED EXPENSES FOR TRAVEL OUTSIDE MIAMI- DADE COUNTY

- A. All authorized personnel whose official duties require them to travel out-of-county, and other authorized travelers are eligible for reimbursement in accordance with Florida State Statutes, Rules and Board Policy. Official duty is defined to include meetings, conferences, workshops and other school business requiring travel that has been approved prior to the date of travel
- B. Following general regulations shall be applicable to travel of employees:
 - 1. Temporary Duty- Any employee in order to be eligible to have expenses paid for travel ~~shall have filed in advance of such travel an approved Temporary Duty form in the Office of Personnel~~ must obtain, prior to travel, their immediate supervisor's approval on Payroll Leave Card (Form FM 2671).

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2. Superintendent's Representative- The Superintendent or his designee, is authorized to approve travelers as the Superintendent's representative to seminars, conferences, conventions and similar type meetings, and on assignment during the legislative session in Tallahassee. When traveling as the Superintendent's representative, it must be documented through a confirming memorandum to the Superintendent, or his designee especially ~~when a second or more reimbursable conference, workshop or convention is being attended within the same fiscal year~~

3. Maximum Expenses - Expenses in excess of ~~\$1,000~~ \$1,500 per person, per trip excluding registration fees and tuition, must be approved by the Superintendent or designee ~~Board upon the special recommendation of the Superintendent.~~ If the business of the school system requires the employee to visit in more than one city, each stop would be considered a trip. The total number of stops would be divided into the total expenditure and the result should be measured against the maximum of ~~\$1,000~~

4. Maximum Number of Employees ~~Superintendent of Schools shall establish annually maximum number of administrative, supervisory, or technical employees to attend same national or regional professional conference or convention~~

5. Maximum Number of Trips ~~Employees, upon approval of request may attend only one out-of-state national or regional professional conference or convention per fiscal year, except as approved by Superintendent as a designated representative of Superintendent of Schools or Board. Exception to the maximum number of trips is stated in Board Rule 6Cx13-4C-1.07~~

4. Maximum Number of Out of County Trips - The maximum number of out-of-county trips an employee may take during any school year, will be decided by the administrator responsible for the travel authorization

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6. 5. Maximum Length of Temporary Duty - Temporary duty for single trip shall not exceed length duration of conference plus required travel time to and from, regardless of source of funds. Exceptions must be received approved by rRegion Assistant sSuperintendent and approved by Deputy Superintendent, of Schools Operations or designee

7. 6. Reimbursement of Expenses By Other Agencies - Employees requested or directed to attend conferences or conventions by the State Florida Department of Education or institutions when such agencies agree to reimburse the Board in full, may be approved for full expenses according to the Board-transportation policy and per diem formulas

8. 7. Record of Trips - The region office shall maintain record of each out-of-county trip for school principals and assistant principals authorized for temporary duty. Record shall include:

- Name of traveler
- Dates away from school location
- Location of conference or activity
- Fund source and amount of travel expenses
- Registration and tuition cost
- Cumulative total of temporary duty days for school year

9. 8. Records of Program or Agenda - Copy of program or agenda of convention or conference, itemizing registration fees and meals or lodging included in registration fee, shall be on file in the region office, and kept on file at the school for auditing purposes

V. PAYMENT OF EXPENSES FROM INTERNAL FUND

Principal and school administrative personnel

Upon return from approved travel, the principal and other school administrative personnel will submit a check requisition and an appropriate travel form, with required supporting documents attached, to the region office for approval. Upon the region office approval, principal reimbursable expenses will be paid reimbursable expenses from the schools' internal fund. Approved documents will must be retained for audit by the school treasurer

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REIMBURSEMENT OF TRAVEL EXPENDITURES

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School Employee

Upon return from approved travel the school employee will submit a check requisition and an appropriate travel form with required supporting documents attached, to the school principal for approval. Upon approval, the school employee will be paid reimbursable expenses from the schools' internal fund. Approved documents ~~will~~ must be retained for audit by the school treasurer

A. Following exceptions related to cash advances, direct payments to vendors for meals and lodging, and advance registration in connection with approved travel and required advance payment shall be used only with approval of the Region Assistant Superintendent or designee:

1. Cash Advancements

- a. Cash advancements to authorized travelers on official business, in amount not to exceed estimated out-of-pocket reimbursable expenses, ~~may~~ must be authorized by ~~region assistant superintendent or designee~~ the approval chain as explained in Section III. The advance payment ~~can~~ should not be ~~more~~ made earlier than 30 days prior to travel the departure date
- b. Authorized traveler shall submit final accounting with necessary supporting documents to the Region Office within 10 working days following the return from official travel status
- c. Traveler must refund amount of cash advancement exceeding the actual reimbursable expenses
- d. Balance due to the traveler will be paid after completion of travel and accounting for the expenses

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2. Payments to Vendors

- a. Direct payment to vendors for authorized emergency travel for meals and lodging of employees may be authorized by the principal and the Region Assistant Superintendent or designee not to exceed authorized per diem, if requested by employee
- b. Final accounting with necessary supporting documents shall be provided to the region office by the employee within 10 working days of return from official travel status
- c. ~~Employee shall refund charges in excess of approved expenses~~
- d. c. Balance due to the traveler will be paid after completion of travel and accounting for the expenses

3. Advance Payments

- a. Travel advances not in excess of the estimated out-of-pocket expenses may be paid to authorized travelers on official business when approved by the Superintendent or his designee
- b. Required advance registration fees and purchase of airline tickets for authorized travelers attending seminars, training sessions, conferences, conventions, or other similar meetings requested by administration, may be paid from school internal accounts funds directly to the conference or the airline. The advance can not be more than 30 days prior to the travel date
- c. Final accounting or refunds shall be made within ten (10) working days to the region office following the return from official travel status
- d. Balance due to the traveler will be paid after completion of travel and accounting for the expenses

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- B. The following ~~exception relates~~ apply to student travel with employees and shall be used ~~only with approval of the principal:~~
1. Student Travel Advance
 - a. ~~Number List~~ of employees accompanying students and individuals selected chaperones must be approved in advance by the school principal
 - b. Advances for student ~~trips~~ travel must be requested on ~~standard~~ official form and approved by the school principal
 2. Final payment for out-of-county travel may not exceed actual expenses for students and non-employee chaperones and Board ~~formula~~ policy for employee chaperones, provided funds are available
 - a. Student expenses usually paid from fund-raising proceeds, ~~which~~ may be used to pay expenses of accompanying employees or non-employee chaperones
 - b. Donations from ~~P~~personal funds or allied organization fund-raising proceeds may be deposited ~~into school internal funds to enable one payment or reservation for group/club in the group and/or club function to assist schools with student travel expenses~~
 - c. Expenditures for non-employee chaperones for activities within the county may not exceed actual expenditures for meals and room, in accordance to Board policy and per diem formula if such are necessary for chaperone function, provided funds are available. Employee chaperones or non-employee chaperones and student expenditures must be separately documented

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VI. TRAVEL EXPENSES NOT AUTHORIZED

A. No in-county travel expenses incurred overnight are not reimbursable unless:

Traveler ~~administratively assigned on~~ assignment involves official business outside of regular office hours and away from regular place of employment ~~where~~ and incurred expenses are considered reasonable and necessary and

Meal times involved or overnight lodging are required;
Prior approval of the Superintendent or designee has been given

B. Travel expenses shall not be authorized to be paid from school internal Accounts fund for:

1. Employees who received college credits ~~for work done while in attendance at~~ attending a workshop, seminar, conference or similar meetings
2. Classroom teachers ~~to attending~~ attending subject-area meetings or conferences, unless the classroom teacher is authorized to attend such meeting by the administration
3. ~~Trips~~ Travel is not school related
4. Expenses incurred by spouse or other non-authorized personnel who may accompany authorized traveler; ~~and~~
5. Travel to music clinics, festivals, and other music affairs when students are not officially participating

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VII. TRAVEL EXPENSES - COMPUTATION FORMULAS

Greater possible economy shall be obtained by avoidance of unnecessary travel and joint travel whenever feasible. Travelers gratuitously transported or riding with an authorized traveler in his/her private vehicle being paid mileage are not entitled to any transportation payment

Formulas below shall be used in computing payment for travel expenses for school authorized travelers

A. Transportation by Privately Owned Vehicle

1. No approval is given for travel using a private aircraft air or seacraft due to liability insurance constraints. No reimbursement will be made for such travel expenses
2. ~~Amount shall be maximum provided by law for round trip automobile mileage according to American Automobile Association (AAA). The rate for fiscal year 1989-90 is 20¢ per mile.~~ Mileage distance claimed should be based on maximum provided for round trip automobile mileage according to American Automobile Association (AAA) or other reliable source. The current reimbursable rate will be the same rate being paid for mileage from budgetary district funds according to the Travel Policies & Procedures Manual
3. Necessary parking and storage fees; bridge, road, ferry, and tunnel tolls shall be reimbursed when supported by receipts
4. Reimbursement for private vehicles must not exceed the most economical air fare when adequate air service is available
5. Necessary local travel shall be reimbursed and is to be shown separately on the voucher

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6. Travel by privately owned vehicle in lieu of publicly owned vehicles or common carrier may be authorized by the region office
 - a. Traveler entitled to mileage allowance at the rate prescribed by Board policies or common carrier fare for such travel, whichever is most economical
 - b. Effort should be made by traveler to determine in advance the best fares available by public carrier
 - c. The Rregion office shall approve most economical means of travel for each trip, taking into consideration travel time, cost of transportation (mileage) and other pertinent factors, and per diem or subsistence for required travel

B. Transportation by Public Carrier

1. Reimbursement for necessary travel on common carrier at minimum rates (receipts required)
2. Necessary taxi, limousine, and bus fares when supported by a receipt or detailed signed statement
3. Set charges for baggage handling when supported by a receipt or detailed signed statement
4. No tips and gratuities will be reimbursed

C. Per Diem or Meals for Lodging Allowance for Travel

Traveling expenses of ~~travelers~~ shall be limited to those expenses necessarily incurred ~~by them~~ in the performance of public purpose authorized by law and ~~must be~~ within the limitations prescribed by law

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

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1. Types of Travel:

- a. Class A travel - continuous travel 24 hours or more, reimbursed on a quarter-day per diem basis or fraction thereof, as follows:

12:00 midnight	to	6:00 a.m.
6:00 a.m.	to	12:00 noon
12:00 noon	to	6:00 p.m.
6:00 p.m.	to	12:00 midnight

- b. Class B travel - continuous overnight, but less than 24 hours reimbursement on a quarter-day per diem basis commencing at the time of departure
- c. Class C travel - Not overnight, only meal allowances are reimbursable
- d. The current per diem rate is \$50 per day at the rate of \$12.50 per quarter-day or fraction thereof

2. Per diem meal allowances are as follows:

- a. Breakfast--When travel begins before 6:00 a.m. and extends beyond 8:00 a.m. -\$3.00
- b. Lunch--When travel begins before 12:00 noon and extends beyond 2:00 p.m. -\$6.00
- c. Dinner--When travel begins before 6:00 p.m. and extends beyond 8:00 p.m. \$12.00

Total Per Day.....\$21.00

Refer to the district Travel Policies & Procedures Manual for most current per diem meal allowance rates

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3. Rates of per diem and subsistence allowance;

Each employee and authorized person traveling to attend a convention, conference, or a meeting, or to conduct bona fide school business, which the convention, conference, meeting, or a business who directly serves direct and its lawful purpose with is related to the school system, shall be reimbursed for the following expenses while attending or conducting such functions:

~~a. Out-of-state travel-~~

~~(1) Amount for meals not to exceed amounts prescribed by law~~

~~(2) Actual expenses for lodging at single occupancy rate, to be substantiated by paid bills therefore~~

~~b. a. In- and out of state travel - Per diem at prescribed rate or actual expenses~~

~~e. b. If actual expenses exceed per diem: the necessary and is reasonable expenses for lodging at single occupancy rate is to be substantiated by paid bills. Therefore, plus meal allowance Meals will be reimbursed based upon state guidelines as discussed in Section 7-7.12 of this manual~~

~~d. Glass-C travel on official business, amount for meals not to exceed the amounts prescribed by law-~~

~~e. c. No one, whether traveling in or out of state or in-state, no one shall be reimbursed for any meal or lodging included in convention or conference registration fees paid by the state. When lodgings or meals are provided by state institutions, the traveler shall be reimbursed only for actual expenses incurred for of such lodging or meals, not to exceeding the maximum provided for in this subsection~~

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4. Registration Fee

~~When a~~ ~~Where~~ registration fee is charged for attending a conference, convention, seminar or a similar type of meeting, ~~the~~ expense of ~~for~~ such fee ~~an activity~~ shall be allowed. ~~The~~ registration fee ~~will~~ shall be recorded in the travel account function

5. Communications

Reasonable and necessary expenses for communications for during official business while in authorized travel status, such as: telephone, telegraph, mail, facsimile (fax), and other similar items, properly supported by paid receipts where possible, shall be allowed

VIII. TRAVEL EXPENSE REPORTS - EMPLOYEES AND ACCOMPANYING STUDENTS

A. ~~Request For Travel Advance--Reimbursement form~~ Travel Expense Report By Faculty When Accompanying Students form (FM-0994) must be presented to the appropriate supervisor ~~for~~ to secure advance for travel expenses ~~or for~~ reimbursement of travel expenses

1. Estimated expense section of form FM-0994 provides for request and approval of expense advances for travel expenses
2. For individual transportation or student expenses fill in all applicable information

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

7-7.15

B. Actual expense section provides for detailed summary of expenses upon return from trip

1. Document as indicated on form (FM-0994):

- | | |
|---|--|
| a. Date | a. <u>Employee name</u> |
| b. Name of employee | b. <u>Date</u> |
| c. Employee number | |
| d. Employee work phone number | d. <u>Employee position</u> |
| e. School/department | e. <u>Work location</u> |
| f. Home address | f. <u>School name</u> |
| g. Description of conference | |
| h. For what reason | h. <u>Purpose for travel</u> |
| i. Location | i. <u>Destination</u> |
| j. Dates (to from) | j. <u>Travel mode</u> |
| k. Travel alone or with students | k. <u>Actual departure/return date and time</u> |
| l. Mode of travel | l. <u>Statement or expenses (Employee- 1 thru 9)</u> |

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POLICY
PROGEDURES

OPERATING PROCEDURES
 REIMBURSEMENT OF TRAVEL EXPENDITURES

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7-7.16

- | | |
|---|--|
| m. — Departure information | <u>m.</u> <u>Statement of expenses (Students- 10A thru 10D)</u> |
| n. — Return | <u>n.</u> <u>Advance requested</u> |
| o. — Transportation expense | <u>o.</u> <u>Summary of expenses and payments</u> |
| p. — Per diem or hotel expense | <u>p.</u> <u>Traveling employee's signature and date signed</u> |
| q. — Registration fee (submit receipt) | <u>q.</u> <u>Funds available certification</u> |
| r. — Incidental expenses (submit statement) | <u>r.</u> <u>Account name</u> |
| s. — Student expenses | <u>s.</u> <u>Treasurer's signature/date signed</u> |
| t. — Signature of employee | <u>t.</u> <u>Principal's signature/date signed</u> |
| u. — Region coordinating principal/
principal approval | <u>u.</u> <u>Region Office/School Operations Approval and date</u> |
| v. — Advance check amount | |
| w. — Amount due employee | |
| x. — Refund due school | |
| y. — Employee signature | |
| z. — Paying fund | |
| aa. — Approval signature | |

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

7-7.21

ILLUSTRATION (7-5)

THE SCHOOL BOARD OF DADE COUNTY, FLORIDA
REQUEST FOR TRAVEL EXPENSE ADVANCE/REIMBURSEMENT WHEN ACCOMPANYING STUDENTS

EMPLOYEE NAME ^(b) Teacher EMPLOYEE NUMBER ^(c) 071961 DATE ^(a) 2/20/8- PHONE NUMBER ^(d) 123-4567

SCHOOL DIST. ^(e) Bay Dade School HOME ADDRESS ^(f) 1234 Main, Min

I RESPECTFULLY REQUEST APPROVAL OF EXPENSE AND TEMPORARY ASSIGNMENT OF DUTY TO ATTEND

^(g) FBLA Convention ^(h) Chaparral/DeLoye
(Department of attendance, training, etc.)

⁽ⁱ⁾ Chicago, Ill. ^(j) 4/10/8- ^(k) 4/12/8-
City State Year (Leave Organization for Meeting) Date

WILL TRAVEL ALONE OR WITH STUDENTS 3 ^(l) FBLA
No. of Students (Leave Organization for Meeting) Date

MODE OF TRAVEL AIR PRIVATE VEHICLE OTHER

	ESTIMATED	ACTUAL
DEPARTURE	Date <u>4/10/8</u> Time <u>8:00</u>	Date <u>4/10/8</u> Time <u>8:00</u>
RETURN	Date <u>4/12/8</u> Time <u>8:00</u>	Date <u>4/12/8</u> Time <u>8:00</u>
A. TRANSPORTATION EMPLOYEE ^(o)		
1. Public Carrier (Taxi, Bus)	<u>\$ 275.00</u>	<u>\$ 275.00</u>
2. Taxi, Tolls, Parking, etc. (Receipt or Statement)	<u>20.00</u>	<u>20.00</u>
3. Private Vehicle (L.S.I./Auto)		
Lic. Passenger		
4. Car Rental - Required Prior Approval By Area Director (Required)		
B. PER DIEM <input checked="" type="checkbox"/> OR HOTEL (Other Single Room <u>250.00</u> (Required) MEALS	<u>250.00</u>	<u>250.00</u>
C. REGISTRATION (Required)	<u>125.00</u>	<u>126.00</u>
D. INCIDENTAL (Statement)	<u>25.00</u>	<u>25.00</u>
E. STUDENT EXPENSES (Receipts and/or Statement) ^(p)		
1. Transportation (In Addition "A" Above)	<u>125.00</u>	<u>125.00</u>
2. Lodging	<u>275.00</u>	<u>275.00</u>
3. Meals - <u>STUDENTS PERIOD</u>	<u>00.00</u>	<u>00.00</u>
4. Other <u>OWN MEALS</u>	<u>00.00</u>	<u>00.00</u>
TOTAL EXPENSE ^(q)	<u>\$ 1893.00</u>	<u>\$ 1899.00</u>

SIGNATURE OF EMPLOYEE ^(r) Teacher

APPROVED BY ^(s) Principal
AREA DIRECTOR/PROV. HUSB

STUDENT LOSSING & EMERGENCY HUSB 14.00 675.00
REGISTRATION 12.34 250.00
AIRLINE TICKETS LESS AMOUNT ADVANCED OF \$ 123.00 1,109.00 (AP)
AMOUNT DUE EMPLOYEE OK 214.18 99.00 (AP)
REFUND DUE SCHOOL RECEIPT # _____ (r)

CERTIFICATION:
I CERTIFY THAT THESE EXPENSES WERE ACTUALLY INCURRED BY ME AS NECESSARY TRAVELING EXPENSES IN THE PERFORMANCE OF MY OFFICIAL DUTIES TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE Teacher, FBLA Approval (q)
APPROVAL Principal (a.s.)
AREA DIRECTOR/PROV. HUSB

TO BE PAID FROM FUND NAME FBLA (a)
878-6074 808-10664 Rev. 8/1-83

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

7-7.17

ILLUSTRATION

MIAMI-DADE COUNTY PUBLIC SCHOOLS. Page 1 of 2

TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS

Employee Name Judith W. Nims (A) Date March 01 (A) Employee # 000000 (A)
 Employee's Position Instructor (A) Work Loc. # 123456 (A)
 School Name Any Miami-Dade County Public School (A)
J. D. K. Convention (A) Chicago (A) Chicago, Ill. (A)
(Description of conference, meeting, etc.) Reason for Travel Location (City, State)

TRAVEL MODE: (V) (K) Actual Departure April 10 (Date) 6:00 A.M. (Time)
 Air Private Vehicle Rented Vehicle Actual Return April 15 (Date) 11:30 P.M. (Time)
 Other, Explain _____

STATEMENT OF EXPENSES (L)	ESTIMATED	ACTUAL	PAID DIRECTLY TO VENDOR
1. Transportation (Common Carrier)	\$ 295.00	\$ 295.00	\$ 295.00
2. Registration Fee	25.00	25.00	25.00
3. Entrance Tickets to (Amusement Parks, Shows, Exhibitions, etc.)	- 0 -	- 0 -	- 0 -
4. Taxi, Tolls, Parking	20.00	20.00	- 0 -
5. Private Vehicle Mileage (28¢/mile)	- 0 -	- 0 -	- 0 -
6. Lodging (Hotel/Single Rate only)	175.00	250.00	- 0 -
7. Meals	128.00	120.00	- 0 -
8. Per Diem \$ _____ X _____ Days =	- 0 -	- 0 -	- 0 -
9. Other-Miscellaneous	- 0 -	- 0 -	- 0 -
10. Student Expenses (Receipts and/or Statements) (M)	18.00	5.00	- 0 -
A. Transportation (If Additional "1" Above)	825.00	825.00	825.00
B. Lodging	395.00	395.00	- 0 -
C. Meals (Student provide own meals)	- 0 -	- 0 -	- 0 -
D. Other	- 0 -	- 0 -	- 0 -
Total	\$ 1893.00	\$ 1899.00	\$ 1125.00

*Advance Requested \$ 625.00 (N)

Total Actual Expenses 1899.00 (O)
 Less Advance 625.00
 Less Payments to Vendor 1125.00
 Amount Due Employee 149.00
 Refund Due School - 0 -

I respectfully request authorization to incur the above estimated expenses for temporary duty to travel as indicated on this report in the performance of my official duties.

Traveling Employee's Signature Judith W. Nims (A) Date Signed March 25 (A)

FUNDS AVAILABLE CERTIFICATION:
 Account: Program ENS Function 0218 (A) Account Name School 1 (A)
 Treasurer's Signature Treasurer's Signature (S) Date Signed March 26 (S)
 Principal's Signature Principal's Signature (T) Date Signed March 27 (T)
 Region Office/School Operations Region Office School Ops Signature (U) Date Signed March 31 (U)

NOTE: List of students traveling must be included on the back page of this report. FD-0994 Rev. (09-88)

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ILLUSTRATION

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TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS (continued)

LIST OF ACCOMPANYING STUDENTS

STUDENT'S NAME	STUDENT'S SIGNATURE	CHAPERONE'S TITLE/NAME	CHAPERONE'S SIGNATURE
1. Peter Colon	<i>Peter Colon</i>	Instructor	<i>Teacher's Signature</i>
2. James Garcia	<i>James Garcia</i>	"	" "
3. Ernest Roig	<i>Ernest Roig</i>	"	" "
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

NEW

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

7-7.19

2. Individual reports must be filed prepared by the employee requesting reimbursement for mileage and/or per diem
 3. Reimbursement for mileage of a private vehicle cannot exceed minimum cost of an airline ticket
 4. Equivalent of meals included in registration fees must be deducted from the meal allowance or per diem
- C. Total expenses for individual employees may not exceed Board policy, a maximum of ~~\$1,000~~ \$1,500 per trip, excluding tuition and registration fees
- D. Filing
1. Forms involving payments will document final payment
 2. Forms involving refunds should be attached to the check requisition for advance

IX. TRAVEL EXPENSE REPORT - ADMINISTRATIVE OR EMPLOYEE

- A. Request For Travel Advance--Reimbursement form FM-1104 must be presented to the appropriate supervisor ~~for to~~ secureing any advance for travel expense, or for reimbursement of travel expenses
1. Estimated expense section of the form provides for the request and approval of expense advances
 2. For individual transportation, fill in applicable information

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B. Actual expense section provided for detailed summary of expenses upon return from trip

1. Document as indicated on form FM-1104

a. Travel summary

b. Name of employee

c. Employee number

d. Date

e. School/Department

f. Work location

g. Pay code

h. Dates (from-to)

~~i. To attend~~

l. Description of conference

~~j. As a~~

j. Reason for travel

~~k. Days taken~~

k. Additional days taken / type of leave

~~l. Location~~

l. Destination

~~m. Signature~~

m. Traveler's signature

n. Date

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

7-7.22

ILLUSTRATION

REQUEST FOR TRAVEL EXPENSE ADVANCE/REIMBURSEMENT (SEE TRAVEL PROCEDURES MANUAL)

This request is state out-of-state No. Workdays 5.5
 Number of previous trips in-state 0 No. Workdays 0
 Number of previous trips out-of-state 0 No. Workdays 0
 Total previous trips 0 Total Workdays 5.5

for this employee this 1964 school year 1964
 (See Retiree)

EMPLOYEE NAME Principal's Name (A) TITLE Principal EMPLOYER NUMBER 11100 (C) DATE Oct. 5 (D)
 EMPLOYEE SCHOOL/DEPT. Mississippi County Public School (E) WORK LOCATION NUMBER 000 (F) PAYCODE C (G)

I respectfully request approval of Expenses and Temporary Assignment of Duty from November 01 (H) to November 06 (I) to attend National Organization of School Principals (J) at Lititz, Pa. (K) and 0 (L) other days taken as 1/1 (M) leave.

LOCATION Denver Colorado (N) SIGNATURE Principal's Signature (P) DATE Oct. 15 (O)

DEPARTURE: Date Nov. 01 (R) Time 2:00 P.M. RETURN: Date Nov. 06 (R) Time 9:00 P.M.

PLEASE CHECK MODE OF TRAVEL:
 Air: MDCPS Individual
 Private Vehicle: Driver Passenger
 Other: _____

DESCRIPTION OF EXPENSES	TRAVEL DATA (P)		EXPENSES		
	ESTIMATED (Q)	ACTUAL (R)	ADVANCE REQUESTED	ACTUAL	DUE
A. Transportation (R)					
1. Common Carrier - minimum rate (specify) = \$ _____				\$ 350.00	\$ 350.00
2. Private vehicle: mileage _____ rate _____				-0-	-0-
3. Car rental (see record)				-0-	-0-
4. Taxi, tolls, parking, etc. (attach original receipts)				20.00	20.00
For Diem Option: _____ Days (S) (OR) * Hotel = \$ 360.00				360.00	360.00
XS _____ = \$ _____ Meals = \$ 117.00				117.00	117.00
C. Incidentals (attach original receipts) (U)				-0-	-0-
D. Entertainment (attach original receipts) (T)				100.00	100.00
* Florida State Sales Tax is not to be paid on hotel rooms. Use Tax Exempt No. 75-06-574871-53C (V) TOTAL			\$ 111.00	\$ 953.00	\$ 853.00

CHARGE TO (W)

FUND	WORK LOC.	OBJECT	PROGRAM	FUNCTION	CHARGE LOC.
		5351			

 INTERNAL FUND General Fund (5102/007)

AUTHORIZATION: CERTIFICATION OF AVAILABLE FUNDS (X)

TRAVEL APPROVED: Principal's Signature (Y) Date Oct. 15 (Z)
Superintendent's Signature (AA) Date Oct. 15 (Z)
Director's Signature (AB) Date Oct. 15 (Z)
Assistant Director's Signature (AC) Date Oct. 15 (Z)

AFTER TRAVEL: I certify that these expenses were actually incurred by me in necessary traveling expenses in the performance of my official duties, and are true and correct to the best of my knowledge and belief. (CA)

APPROVED FOR PAYMENT: Superintendent's Signature (AD) Date Oct. 15 (Z)
Director's Signature (AE) Date Oct. 15 (Z)
Assistant Director's Signature (AF) Date Oct. 15 (Z)

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OPERATING PROCEDURES
REIMBURSEMENT OF TRAVEL EXPENDITURES

7-7.23

2. Individual reports must be filed prepared by the employee requesting reimbursement for mileage and/or per diem
3. Reimbursement for mileage of a private vehicle should not exceed minimum cost of an airline ticket, unless otherwise documented in writing and authorized prior to actual travel
4. Equivalent of meals included in registration fees must be deducted from meal allowance or per diem

C. Total expenses for individual employees may not exceed the Board policy maximum of ~~\$1,000~~ \$1,500 per trip. ~~Expenses in excess of \$1,000 per person excluding registration fees must be approved by the Board upon the special recommendation of the Superintendent~~

D. Filing

1. Forms involving payments will document final payment
2. Forms involving refunds should be attached to the check requisition for advance

X. FEDERAL AND STATE TAXES

A. All air travel is subject to Federal excise tax

1. Hotel and motel accommodations for school personnel are not subject to Florida Sales or Resort Tax
2. ~~Board's Florida Sales Tax exemption number is 03-00025-08-23-~~ Present Florida sales tax exemption number to the hotel clerk when registering
3. If the hotel clerk refuses to honor exemption, reimbursement for sales tax paid may be made to the employee

B. Taxes in states, other than Florida, which apply to hotel and motel accommodations must be paid and reimbursed to travel

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