

Financial Affairs
Richard H. Hinds, Chief Financial Officer

**SUBJECT: PROPOSED AMENDMENT OF BOARD RULE: INITIAL READING
6Gx13- 4C-1.07, TRAVEL EXPENSES--SCHOOL BOARD
MEMBERS, SUPERINTENDENT OF SCHOOLS, EMPLOYEES, AND
OTHER AUTHORIZED PERSONS**

This item is submitted for consideration by the Board to amend the School Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Persons, by amending the document, Travel Policies and Procedures Manual, which is incorporated by reference and is a part of this rule, to comport to current Florida Statutes, Florida Department of Education Rules, and district policies on travel-related expenses.

Attached are the Notice of Intended Action and the rule proposed for amendment. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

A copy of the document, Travel Policies and Procedures Manual, will be forwarded to the School Board Members under separate cover prior to the School Board Meeting of May 16, 2001, and will be available for inspection by the public in the Office of Board Recording Secretary, Room 924, and the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act for the amendment of Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Persons.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Persons, by amending the document, Travel Policies and Procedures Manual, which is incorporated by reference and is part of this rule.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on May 16, 2001, its intention to amend Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Persons at its meeting of June 20, 2001.

PURPOSE AND EFFECT OF RULE: To provide guidelines as to policies and procedures pertaining to the proper authorization, documentation, and reimbursement of expenses for eligible travel.

SUMMARY: The amended Board Rule and the document, Travel Policies and Procedures Manual, which is incorporated by reference and made part of this rule, mainly reflects modifications relating to approval requirements.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23(22) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 112.061; 230.201; 230.22(5); 230.23(10)(g); 230.23005(10) F.S.; 6A-1.056 FAC.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF May 16, 2001, 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 June 11, 2001, 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. 2nd Avenue, Miami, Florida 33132.

Originator: Mr. Rodolfo J. Rodriguez
Supervisor: Dr. Richard H. Hinds
Date: May 3, 2001

Activities

TRAVEL EXPENSES--SCHOOL BOARD MEMBERS, SUPERINTENDENT OF SCHOOLS, EMPLOYEES, AND OTHER AUTHORIZED PERSONS

The specific policies and procedures to be followed are given in the **Travel Policies and Procedures Manual** which is incorporated by reference in this rule and is a part hereof. The **Travel Policies and Procedures Manual** is on file in the Board Office, in the Citizen Information Center, and in the Office of the School Board Clerk.

Specific Authority: 230.22(2); 230.23~~(47)~~ (22) F.S.

Law Implemented, Interpreted, or Made Specific: 112.061; 230.201; 230.22(5); 230.23(10)(g); 230.23005(10) F.S.; 6A-1.056 FAC

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 9-22-77; 3-30-83; 6-8-83; 9-7-88; 5-24-95; 7-8-98; 12-9-98

MIAMI-DADE COUNTY PUBLIC SCHOOLS
TRAVEL
POLICIES & PROCEDURES
MANUAL



FINANCIAL AFFAIRS
OFFICE OF ACCOUNTING THE CONTROLLER -
PAYROLL DEPARTMENT

Board Rule 6Gx13- 4C-1.07

Initial Reading: May 16, 2001

K-23

MIAMI-DADE COUNTY PUBLIC SCHOOLS
TRAVEL POLICIES AND PROCEDURES

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TRAVEL EXPENSES -- DISTRICT POLICIES

All requests for reimbursement of travel expenses shall be reasonable, customary and ordinary for the type of trip taken. The greatest possible economy shall be obtained by the avoidance of unnecessary travel and joint travel by authorized travelers in a single vehicle whenever feasible.

The Superintendent of Schools shall develop regulations providing the conditions and requirements under which payment of travel expenses shall be made to implement this rule, in accordance with Florida Statutes, Florida Department of Education Rules, and Board Rule provisions.

I. CLASSIFICATION OF ELIGIBLE PERSONNEL

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

- A. School Board members, Superintendent of Schools, and School Board Attorney;
- B. Administrative, supervisory and all other employees;
- C. Employees representing the Superintendent of Schools and/or the Board on official school business or employees whose regular assignment necessitates travel from their official headquarters or post of duty on school business;
- D. Employees authorized to attend conferences and conventions of official educational agencies and of professional organizations;
- E. Authorized persons who are not employees of the school system.

II. ELIGIBLE TRAVEL

Travel expenses will be approved for the following kinds of travel:

- A. Travel within Miami-Dade County when such travel is part of the official duties;
- B. Travel outside of Miami-Dade County when:
 - 1. The authorized traveler has been assigned to perform official duties or School Board business elsewhere; or
 - 2. The authorized traveler is attending conferences and conventions of official educational agencies and of professional organizations.

TRAVEL EXPENSES -- DISTRICT POLICIES

III. EXPENSES FOR TRAVEL WITHIN MIAMI-DADE COUNTY

Employees whose duties for the school system require them to travel within the county from their official headquarters or post of duty to other locations (Class C travel) shall be reimbursed for travel in a privately owned vehicle on the basis of a mileage allowance approved by the Superintendent of Schools.

School Board members shall be reimbursed from the members' residence for travel incurred in the performance of a public purpose authorized by law to be performed by the School Board, including, but not limited to, attendance at regular and special Board meetings.

A. Mileage Allowance

Mileage allowance shall be computed at the maximum amount prescribed by state law (Florida Statute Chapter 112.061) for distances traveled on official business, ~~and is as follows:~~ The rate per mile will be published by the Payroll Department annually, or as deemed necessary.

~~\$.20 per mile (through 09-30-94)~~

~~\$.25 per mile effective 10-01-94~~

~~\$.29 per mile effective 07-01-95~~

After ~~such travel has been performed~~ completed, the employee must ~~complete~~ prepare and submit the necessary forms for reimbursement.

B. Flat Monthly Car Allowance

The Board Chairperson may approve individual flat monthly car allowances for School Board members.

C. Per Diem Or Meal And Lodging Allowance For Approved Travel On Official Business Within Miami-Dade County

Per diem or meal and lodging allowances may be paid as prescribed under "Travel expenses - computation guidelines," in this rule, when the traveler is assigned on official business outside of regular office hours and away from regular places of employment where it is considered reasonable and necessary, meal allowances are involved or overnight lodging is required and it is approved by the Superintendent of Schools or designee.

TRAVEL EXPENSES DISTRICT POLICIES

IV. EXPENSES FOR TRAVEL OUTSIDE OF MIAMI-DADE COUNTY

- A. Reimbursable expenses for authorized travelers are shown under the heading, "Travel expenses - computation guidelines." Employees authorized to travel outside of Miami-Dade County shall be reimbursed in whole or in part from Board funds in accordance with Board-adopted travel expense computation methods, and when paid from the Internal Fund accounts, shall be subject to all provisions set forth in the Manual of Internal Accounting, if:
1. The employee is assigned to perform official duties elsewhere, e.g., travel to recruit teachers;
 2. The employee is authorized to attend conferences or conventions of official educational agencies and of professional organizations.
- B. The 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 completed in advance of such travel an approved ~~Request for Travel Expense Advance/Reimbursement form (FM-1104)~~ Electronic Travel Approval/Reimbursement Request (TRVL).
 2. Representative of the Superintendent of Schools - Travel of an employee as the representative of the Superintendent of Schools shall be approved only by the Superintendent of Schools or designee.
 3. Maximum Expenses
 - a. Board Members and the Superintendent of Schools, or designee, may approve travel expenses up to a maximum of \$2,500, excluding registration fees and tuition.
 - b. Administrators reporting **directly** to the Superintendent may approve travel expenses for personnel under their jurisdiction up to a maximum of \$1,500; however, the Superintendent of Schools retains the sole authority of approving the reimbursement of actual expenses exceeding the \$1,500 limit to the maximum of \$2,500, excluding registration fees and tuition.
 - c. Out-of-county trips estimated to exceed \$2,500 must be approved by the Superintendent and the Board **before** travel commences if reimbursement is expected for the full amount.

TRAVEL EXPENSES -- DISTRICT POLICIES

- d. If the business of the school system requires the employee to visit more than one city, such as with district recruiters, the total travel expense reimbursement shall not exceed the maximum allowed per trip, for each city visited.
4. Approval Requirements
- Travelers must obtain, without exception, the proper approval prior to the occurrence of the actual travel.
- a. Board Members: Individual Board members may approve their own Request for Travel Expenses or that of their Administrative Assistants.
 - b. Superintendent and School Board Attorney: The Superintendent and School Board Attorney may approve their own Request for Travel Expenses.
 - c. Assistant School Board Attorneys: Approval by the School Board Attorney is required.
 - d. Deputy Superintendent of Schools/Deputy Superintendent/Chief: Approval by the Superintendent, or designee, is required.
 - e. Region/Associate/Assistant Superintendents: Approval by the corresponding Deputy Superintendent is required.
 - f. Principal/Assistant Principals: Approval by the Region Superintendent and Deputy Superintendent is required.
 - ~~f. g.~~ Non-school site employees and Principals: Approval by the immediate supervisor and the corresponding Deputy Superintendent is required.
 - ~~g. h.~~ School site employees (except Principals): Approval by the Principal and the Region Superintendent is required.

TRAVEL EXPENSES -- DISTRICT POLICIES

5. Maximum Number Of Employees
 - a. The Superintendent of Schools may establish annually the maximum number of administrative, supervisory, or other employees to be approved to attend the same national or regional professional conference or convention.
 - b. One teacher in each teaching subject-area may be selected by each region superintendent to attend a national meeting of the teacher's subject-area field.

6. Reimbursement Of Expenses By Other Agencies

Employees who are requested or directed to attend conferences or conventions sponsored by the Florida Department of Education, or by other institutions or vendors, may be approved for full expenses when such entities agree to reimburse the Board in full.

VI.V REIMBURSEMENT OF EXPENSES

Reimbursable expenses will not be paid from Board funds until after the authorized traveler has returned and filed from the trip, completed and submitted to the Payroll Department an approved Request for Travel Expense Advance/Reimbursement form (FM-1104) Electronic Travel Approval/Reimbursement Request (TRVL) with required supporting documents attached.

The following exceptions related to cash advances, direct payments to vendors for meals and lodging in connection with travel and required advance registration fees, shall be used infrequently and only with the express approval of the Superintendent of Schools or designee:

- A. Cash Advancements

Cash advancements to authorized travelers on official business in an amount not to exceed the estimated out-of-pocket reimbursable expenses, which may not exceed the approved maximum, may be authorized by the Superintendent of Schools or designee. The authorized traveler shall submit a final accounting with all necessary supporting documents within ten (10) working days following return from official travel status. The traveler must refund the amount of cash advancement exceeding the approved actual expenses. Any balance due to the traveler will be paid in the normal course of auditing and reimbursement procedures.

TRAVEL EXPENSES -- DISTRICT POLICIES

If the traveler fails to comply with the ten (10) working days requirement to submit a final accounting, the Payroll Department is authorized to collect the cash advancements from the employee's regular bi-weekly payroll payment.

B. Travel Reimbursements To Non-School Board Employees

Direct reimbursement to Non-School Board employees (referred to as "vendors" by Accounts Payable) for authorized Class A or Class B travel, for meals, lodging, transportation and necessary incidental expenses (excluding tips and gratuities), may be authorized by the Superintendent of Schools or designee, not to exceed the established per diem or meal allowances allowed by state law and Board policy. A final accounting with all necessary supporting documents shall be provided by the Non-School Board employee within ten (10) working days of return from official travel status. Non-School Board employee reimbursements are paid by the Accounts Payable Department through the issuance of a purchase requisition.

C. Advance Registration Fees

Required advance registration fees for authorized travelers attending seminars, training sessions, conferences, conventions or other similar meetings requested by the administration may be paid from Board funds, and a final accounting or refund shall be made within ten (10) working days following the return from official travel status.

D. Travel Arrangements

Required purchase of airline tickets ~~and/or car rental credit card~~ for authorized travelers on official School Board business may be paid from Board funds, ~~and said tickets and/or credit card should be obtained from Procurement Management. A final accounting shall be made within ten (10) working days following return from official travel status.~~ Travel arrangements will be made by the employee utilizing existing Internet providers, the employee's own travel agency, or the School Board approved travel agency.

~~VII.~~ VI. TRAVEL EXPENSES NOT AUTHORIZED

Travel expenses shall not be authorized to be reimbursed from Board funds for:

- A. Any employee who received college credit for work done while in attendance at a workshop, seminar, conference, or similar meeting.

TRAVEL EXPENSES -- DISTRICT POLICIES

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- B. Classroom teachers to attend subject-area meetings or conferences unless the classroom teacher is authorized to attend such meeting by the school principal and region office.
 - C. Any employee to attend the annual convention of state professional organizations, unless requested to attend by the administration for work related organizations.

~~VIII.~~VII. TRAVEL EXPENSES PAID FROM SCHOOL INTERNAL FUND ACCOUNTS

Travel expenses paid from school Internal Fund accounts may be authorized under the following conditions:

- A. The Board approved method for transportation and per diem or meal expenses/allowances shall be used in computing reimbursable expenses for all such trips.
- B. Principals and other school administrators may attend any recognized national, regional, or state professional group meetings which deal with their respective school level, provided such travel is authorized by the region office. Any such travel expenditures will be subject to all provisions set forth in the ~~Internal Fund Procedures Manual~~ Manual of Internal Accounting.
- C. Coaches may attend out-of-state coaches' meetings. Only one full reimbursement may be obtained by any one coach per fiscal year for expenses. One other reimbursement for a similar approved trip during the same fiscal year may be paid to any one coach provided that the coach pays one-half of the expenses.

~~IX.~~VIII. TRAVEL EXPENSES OF OTHER AUTHORIZED PERSONS

As provided by Florida Statutes, travel expenses may be authorized from Board funds for:

- A. A person called upon to contribute services as an advisor or consultant; or
- B. A person who is a candidate for an executive or professional position.

To be reimbursed for travel expenses, such persons must have been approved by the Superintendent of Schools or designee and travel documents must be submitted to the Accounts Payable Department which reflect a complete explanation and justification of such expenses, in accordance with this rule.

TRAVEL EXPENSES -- DISTRICT POLICIES

~~X.IX.~~ TRAVEL EXPENSES - COMPUTATION GUIDELINES

The following guidelines shall be used in computing reimbursement of travel expenses for authorized travelers of the Board.

A. Transportation By Privately Owned Vehicle

1. The amount shall be the maximum provided by law for round trip according to a current map of the Florida Department of Transportation. Necessary local vicinity travel shall be shown separately on the voucher.
2. Necessary parking and storage fees; bridge, road, ferry, and tunnel tolls (original receipt required).
3. Private vehicles should be shared whenever possible, thereby minimizing travel costs. However, no traveler shall be entitled to mileage or transportation expense when he/she is gratuitously transported or transported by another traveler who is entitled to mileage or transportation expense.
4. Reimbursement for use of private vehicles must not exceed the most economical airfare, when adequate air service is available.

B. Transportation By Common Carrier

Reimbursement is authorized for necessary travel accomplished by a **usually traveled route** on common carrier (train, bus, commercial airline operating scheduled flights, or rental car from an established rental car agency) at the most economical rate, necessary taxi and bus fares, and set charges for baggage handling (original receipts required for all items mentioned). **NO TIPS OR GRATUITIES OF ANY KIND SHALL BE REIMBURSED.**

When expenses for airline tickets are being paid, an invoice or statement clearly indicating the amount paid by the employee and the "boarding pass" must be attached to the reimbursement request.

UNDER NO CIRCUMSTANCES IS AN EMPLOYEE AUTHORIZED TO TRAVEL USING A PRIVATE AIRCRAFT OR A NON-COMMERCIAL/NON-REGISTERED SEAGOING VESSEL WHILE ON OFFICIAL SCHOOL BOARD BUSINESS.

TRAVEL EXPENSES -- DISTRICT POLICIES

C. Per Diem Or Meals And Lodging Allowance For Out-Of-County Travel

1. For travel period extending overnight:

- a. Class A travel - continuous travel of 24 hours or more away from official headquarters. Travel periods are for a calendar day (midnight to midnight).
- b. Class B travel - continuous travel of less than 24 hours which involves overnight absence from official headquarters. Travel period starts with time of departure and ends with time of return.
- c. The current maximum reimbursable amount provided by law for per diem for meals and lodging is ~~\$50.00~~ will be published by the Payroll Department annually, or as deemed necessary. When fractions of days are involved, there shall be allowed one-fourth of that amount (~~\$12.50~~) for each quarter day or fraction thereof. Six-hour periods starting at midnight for Class A travel and time departure for Class B travel shall count as quarter-days.
- d. For travel period overnight to a convention or conference or out of state:

On official school business, the authorized traveler may be allowed actual expenses for lodging at single occupancy rates, substantiated by a lodging receipt, plus the maximum amount provided by law for each day for meal allowances. Total reimbursement shall not exceed Board approved maximum.

2. Class C Travel

Travel for short or day trips where the traveler is not away from his/her official headquarters overnight, for which expenses for meals are allowed, shall be reimbursed at the maximum amount provided by law.

3. Meal Allowances

The meal allowances are governed by Florida Statute. The Payroll Department will publish the current allowable amount annually, or as deemed necessary.

Breakfast allowance is ~~(when travel begins before 6 a.m. and extends beyond 8 a.m.) = \$3.00~~

TRAVEL EXPENSES -- DISTRICT POLICIES

Lunch allowance is ~~(when travel begins before 12 noon and extends beyond 2 p.m.) = \$6.00~~

Dinner allowance is ~~(when travel begins before 6 p.m. and extends beyond 8 p.m.) = \$12.00~~ , or when travel occurs during nighttime hours due to special assignment.

Meal reimbursements for non-overnight, out-of-county travel (use Voucher for Reimbursement of Meals for Travel not Requiring an Overnight Stay FM-4557), are considered taxable compensation to the employee or other authorized traveler.

4. Reimbursement by a State or Local Institution

When ~~lodging or meals~~ meals or lodging are to be reimbursed by a state or local institution, the traveler shall be reimbursed the actual costs of such items, not to exceed the maximum amounts otherwise permitted.

5. Registration Fee

Where a registration fee is charged for attending a conference, convention, seminar or similar type meeting, the expense of such fee shall be allowed and shall be excluded from the computation of the maximum allowable travel expense.

If the cost of any meals is included as part of the registration fee, and the meal offered is taken, the allowance for meals must not be claimed or must be deducted if the per diem method for meals and lodging is used.

When attending a conference, convention, seminar, or similar type of meeting, an agenda must be included with the reimbursement request.

6. Communications

Reasonable and necessary communication expenses for official business while on authorized travel status, such as telephone, fax, mail, and other similar items, shall be reimbursed when properly documented and supported by paid receipt.

TRAVEL EXPENSES – PROCEDURES

GENERAL INFORMATION

The travel procedures stated in this manual apply to employees and authorized individuals eligible to be reimbursed from either tax funds or an Internal Fund account for travel-related expenses. Authorized individuals include Board members, Board administrative assistants, consultants, Title I parents, and chaperons to student travel. If the person to be reimbursed for travel expenses from tax funds is a School Board employee, the Payroll Department will process the reimbursement. Those individuals who are not School Board employees (no employee number), will be reimbursed by the Accounts Payable Department, after the expenses have been reviewed by the Payroll Department.

~~Board members' and Board administrative assistants' out of county travel requires authorization and approval by the Board in the form of a Board agenda item. After such approval:~~

- ~~a) requests for travel expense authorization and subsequent reimbursements (FM-1104) for Board administrative assistants will be approved by the respective Board member; additionally;~~
- ~~b) Board members' requests for travel expense authorization and subsequent reimbursement (FM-1104) will also be approved by the individual Board member.~~

Any travel expenditures involving the expenditure of **federal** funds must have the approval of the Assistant Superintendent of the Office of Federal Projects Programs and Grants Administration.

The Payroll Department shall have the authority to deny travel advance privileges to those individuals or to those departments which have failed to properly or promptly submit Travel Expense Reports. The Payroll Department shall have the authority to disallow any and all expenses not consistent with Florida law and School Board policies.

The procedures spelled out in the following pages conform to Florida Statutes, Section 112.061.

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

I. AUTHORIZATION PROCEDURES

All employees and authorized individuals whose official duties require the use of a privately owned automobile for travel within the county are eligible for reimbursement at the maximum mileage rate established by state law. The current mileage reimbursement rate ~~can be found in the District Policies section of this manual~~ will be published by the Payroll Department annually, or as deemed necessary.

II. ELIGIBLE TRAVEL

- A. Official duties include, but are not limited to, travel to and from work (other than to official headquarters and above normal mileage), work-related meetings, workshops, teaching assignments, delivery of reports or documents, and required bank and post office trips.
- B. Travel is never reimbursed for trips between the employee's home and the base of operation (official headquarters), which is the location where the employee performs the major portion of his/her duties. Saturday, Sunday, and holiday trips from home to base of operations, are subject to the same reimbursement rules as any other workday.
- C. Travel may include the additional miles driven on expressways, when the time factor makes use of the expressways more practical. In addition, reimbursement may include toll and parking charges, when supported by original receipts. If mileage is not actually measured, it is to be estimated at a rate of ten (10) blocks per mile, or may be obtained via the internet on sites such as NBCI.COM, MAPONUS.COM, as well as other sites.
- D. Out-of-County travel to adjoining counties (Broward, Monroe and Palm Beach), where only mileage, and tolls and registration fees are to be reimbursed should be reported on the In-County travel form.

III. MINIMUM REIMBURSEMENT TO BE PROCESSED

Due to the large volume of payments necessary and the high cost of processing individual checks, reimbursement requests are to be submitted only when travel amounts total over \$50.00. A deviation to this rule is allowed at fiscal year-end, when reimbursement requests are due to be submitted during the latter part of June.

TRAVEL EXPENSES -- PROCEDURES

IN-COUNTY

Due to the fact that it is practically impossible for an administrator to certify that information which is several years old to be true and accurate, claims for expenses older than one (1) year will not be reimbursed.

IV. REIMBURSEMENT CLAIMS -- TRAVEL ONLY

Requests for claims shall be completed, properly signed and submitted on the Voucher For Reimbursement Of In-County Travel (FM-0148). Claims shall be forwarded to the employee's supervisor for approval and certification by signature, then to the immediate appropriate office of the principal, region superintendent, director, etc., where a single Employee Reimbursement form (FM-2821) shall be prepared for the total amount of the aggregate claims being processed. The recipients must be listed in employee number sequence on the Employee Reimbursement form.

Vouchers For Reimbursement Of In-County Travel and Employee Reimbursement forms, must contain all of the following information:

Employee Name	Program	Employee Number
Work Location	Charge Location	Amt. of Reimbursement
Object (always 5330)	Pay Code	Number of Days Absent
		<u>Period Covered</u>

The Voucher For Reimbursement Of In-County Travel shall be attached to the Employee Reimbursement form. The Employee Reimbursement form shall be approved and certified by the authorized signer. The authorized signers of the Voucher For Reimbursement Of In-County Travel and the Employee Reimbursement form are to review and certify that:

- A. Travel was necessary and authorized.
- B. Mileage claimed is reasonable (not to exceed ten (10) blocks to a mile where not actually measured), unless additional miles are driven on expressways when the time factor makes use of the expressways more practical.
- C. Mileage is not being claimed from home to base or base to home.

NOTE: MILEAGE REIMBURSEMENT IS ONLY FOR MILEAGE THAT IS ABOVE NORMAL MILEAGE, WHICH IS: ~~THAT MILEAGE GREATER THAN THE AGGREGATE OF HOME TO BASE AND BASE TO HOME.~~

When completed, the Employee Reimbursement form, with the Voucher For Reimbursement Of In-County Travel attached, shall be forwarded to the Payroll

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

Department, Mail Code 9999, Room 614, where it will be reviewed and processed for payment.

V. REIMBURSEMENT CLAIMS -- OTHER THAN TRAVEL

Per diem, or meals, and/or lodging, may be paid for travel within the county when the traveler is assigned on official business outside of regular office hours, or the traveler is away from regular places of employment where overnight lodging is required. Requests for reimbursement of these claims are submitted the same as if they were out-of-county travel reimbursement claims.

VI. SCHOOL BOARD MEMBERS

A. School Board members have the option of being reimbursed for in-county travel based on a "typical month," or for actual travel. Trips from the Board member's home to the base of operation (School Board Administration Building-SBAB), and trips from the base to home, may be included in accordance with Section 230.201, Florida Statutes.

1. If a School Board member chooses to be reimbursed on the basis of actual travel, he/she completes the Voucher For Reimbursement Of In-County Travel. Based on the Board member's Voucher For Reimbursement Of In-County Travel, an Employee Reimbursement form shall be prepared and approved by the Board member requesting reimbursement. The approved Employee Reimbursement form with the completed Voucher For Reimbursement Of In-County Travel attached, shall be forwarded to the Payroll Department, Mail Code 9999, Room 614, where it will be processed for payment.
2. If a Board member chooses to be reimbursed on the basis of a "typical month," he/she shall complete the form, Travel For A Typical Month (FM-2530). This form is to be completed once each year, and forwarded to the Payroll Department, Mail Code 9999, Room 614; where it will be processed for payment automatically each month. Additionally, it may be amended at any time, as deemed necessary by the Board member, when the mileage for a typical month permanently changes. The computation to determine the reimbursement amount for a typical month shall be based on at least three (3) months of actual travel.

B. Board members are also eligible for meal reimbursement when traveling within the county on official duties. To receive meal reimbursement, the Board member shall complete the Board Member's Meal Reimbursement Request form (MIS-

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

12876). Based on the Board Member's Meal Reimbursement Request form, an Employee Reimbursement form shall be prepared and approved by the Board member requesting reimbursement. The approved Employee Reimbursement form with the completed Board Member's Meal Reimbursement Request form attached, shall be forwarded to the Payroll Department, Mail Code 9999, Room 614, where it will be processed for payment.

TRAVEL EXPENSES – PROCEDURES

OUT-OF-COUNTY

I. AUTHORIZATION PROCEDURES

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 Statutes and Board Policy.

II. ELIGIBLE TRAVEL

Official travel includes, but is not limited to: meetings, conferences, workshops and other school business requiring travel that has been approved prior to the date of travel.

- A. ~~The initial action required is the completion of the Request For Travel Advance/Reimbursement form (FM-1104)~~ Electronic Travel Approval/Reimbursement Request (TRVL), showing the estimated departure and return date and time, and associated expenses. ~~The Request for Travel Expense Advance/Reimbursement form shall be approved by the immediate supervisor of the employee, the supervisor of the charge location, and subsequently, the Superintendent of Schools or designee, when non-school staff is involved, or the Deputy Superintendent, School Operations or designee, for school level staff.~~ The Electronic Travel Approval/Reimbursement Request (TRVL) must be approved as explained under the District Policies section of this manual (IV. Expenses For Travel Outside of Miami-Dade County, B.4. Approval Requirements). Please note that the charge location and the employee's work location may not necessarily be the same.

~~The signature of the approving supervisor for reimbursable travel expenses also monitors that the Board policy regarding the maximum of only one (1) fully reimbursable out-of-state national or regional professional conference workshop or convention per fiscal year is being followed. On the second, or subsequent, out-of-state trip, the employee is only reimbursed for half the travel expenses unless he/she is the representative of the Superintendent, and is so stated and approved, in writing.~~

It is the responsibility of the approving administrator to monitor the number of out-of-state trips.

Expenses in excess of the maximum allowed per person or per city, as explained under the District Policies section of this manual (IV. Expenses For Travel Outside of Miami-Dade County, B.3. Maximum Expenses), excluding registration fees and tuition, must be approved by the Board upon the special recommendation of the Superintendent prior to the occurrence of the actual travel.

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- B. ~~When the expenses for airline tickets/reservations are being paid wholly from Board funds, all airline reservations are to be made through the Board's official travel agency (herein known as the "Agency")~~ employees are encouraged to diligently look for the most economical rate. Employees may utilize their own travel agency, existing Internet providers or School Board approved travel agencies.

The following procedure applies when the School Board approved travel agency is used, and the "Paid by M-DCPS" option is selected for common carrier:

~~A separate purchase requisition must~~ will be initiated and automatically for the approved for the estimated cost of the fare, ~~with the requisition number being entered on the Request for Travel Expense Advance/Reimbursement form (FM-1104).~~

~~A copy, front and back, of the completed and approved form FM-1104, with complete funding information, must be faxed to the Department of Procurement Management and~~ An "approved request to obtain airline ticket" report must be printed (TRVL) and faxed to the ~~A agency~~ prior to an airline ticket being issued. **It is mandatory that the form FM-1104 request be completed and approved a minimum of fifteen (15) working days prior to the anticipated date of departure to ensure that the most economical airline fare may be obtained.**

In circumstances where the actual cost of the airline ticket exceeds the estimated cost by \$100.00, or 25%, the direct supervisor of the traveler must indicate approval by placing his/her initials next to the increased amount on the "approved request to obtain airline ticket", and fax it to the Payroll Department.

Upon issuance of the airline ticket(s), the ~~A~~ agency will either deliver the ticket(s) to the traveler's worksite, or in emergency situations, notify the traveler that they are available to be picked up at the ~~A~~ agency or at the Department of Procurement Management.

The Department of Procurement Management, after converting the approved requisition into a purchase order, forwards the Requestor Copy to the requestor and the Accounts Payable Copy to the Accounts Payable Department.

Upon completion of travel, the Accounts Payable Department will be responsible for paying the airline cost, **without any further "receiving" actions being taken by the requestor.**

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- C. ~~Travelers requiring the use of a rental car may obtain a rental car credit card from the Department of Procurement Management. Following the same procedure as stated above, a separate purchase requisition must be initiated and approved for the estimated cost of the car rental, with the requisition number then being entered on the Request for Travel Expense Advance/Reimbursement form (FM-1104). are encouraged to use their district travel credit card to pay for the expenses.~~

~~A copy, front and back, of the completed and approved form FM-1104, with complete funding information, must be presented to the Department of Procurement Management to obtain the car rental credit card. It is mandatory that the form FM-1104 be completed and approved a minimum of fifteen (15) working days prior to the anticipated date of travel.~~

~~Upon completion of travel, the car rental credit card must be returned to the Department of Procurement Management within three (3) working days. Car rental expenses paid by the traveler should be submitted with other travel-related expenses.~~

~~If an Internal Fund accounts are is to be utilized, complete the Internal Fund box with the fund number and account name and/or number to be charged and handled according to the procedures outlined in the Automated Internal Fund Procedures Manual. Manual of Internal Accounting.~~

~~The Department of Procurement Management, after converting the approved requisition into a purchase order, forwards the Requestor Copy to the requestor and the Accounts Payable Copy to the Accounts Payable Department.~~

~~Upon completion of travel, the Accounts Payable Department will be responsible for paying the car rental cost, without any further "receiving" actions being taken by the requestor.~~

- D. For the use of a rental car, approval is required in advance by the supervisor of the employee. Any one of the following conditions justify such use and must be so indicated:
1. A rental car is more cost-effective than other means of ground transportation.
 2. The amount of materials/equipment transported precludes use of other ground transportation.

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3. No other transportation is reasonably available at the time(s)/location(s) required.
4. Other - (supervisor's individual justification must be spelled out).

The Collision Damage Waiver offered by the car rental companies is to be declined. The state contract provides for Collision Damage coverage. If the district travel credit card is used, coverage is also provided. Additional coverage(s) such as: Personal Accident Insurance and Personal Property Protection can be purchased at the option of the employee, but this coverage will not be reimbursed.

- E. When traveling within Florida, an attempt should be made to have the hotel waive charging sales tax by giving the Tax Exempt Number, ~~indicated on the front of the Request for Travel Expense Advance/Reimbursement form (FM-1104).~~ If the hotel/motel does not grant the waiver, you will be reimbursed for sales taxes paid.
- F. When approved travel is ended, the ~~Request For Travel Expense Advance/Reimbursement form (FM-1104)~~ Electronic Travel Approval/ Reimbursement Request (TRVL) must be completed, showing the actual departure and return date and time, and submitted to the immediate supervisor along with the required supporting documents. An Employee Reimbursement form (FM-2821) is then prepared, approved and certified by the authorized signer.
- G. After the authorized signature(s) is(are) obtained, the Employee Reimbursement form, with the completed ~~Request For Travel Expense Advance/Reimbursement form~~ Electronic Travel Approval/ Reimbursement Request (TRVL) and the supporting documents attached, must be submitted to the Payroll Department, Mail Code 9999, Room 614, to be reviewed and processed for payment, if there are differences between the approved and actual expenses, a memorandum should accompany the Request For Travel Expense Advance/Reimbursement form Electronic Travel Approval/ Reimbursement Request (TRVL), explaining the variance(s).
- H. In order to receive a travel expense advance before the departure date, a properly approved request must be received in the Payroll Department fifteen (15) working days prior to the date the advance check is required.
- I. The maximum time allowed for filing expense reports is ten (10) working days after travel is completed.

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III. CLASS OF TRAVEL AND REIMBURSEMENT COMPUTATION FOR PER DIEM OR MEALS AND LODGING

Refer to "Travel expenses - computation guidelines" in the District Policies section of this manual.

IV. TRAVEL ADVANCES

Travel advances are discouraged. The district's travel credit card or the employee's personal credit card should be used to cover all travel expenses.

Travel advances, when necessary and not in excess of the estimated out-of-pocket reimbursable expenses, may be paid to authorized travelers on official business when approved by the Superintendent of Schools or designee. The advance cannot be paid in excess of 30 days prior to the travel date.

- A. This requires approval of the ~~Request For Travel Expense Advance/Reimbursement form (FM-1104)~~ Electronic Travel Approval/ Reimbursement Request (TRVL) far enough in advance to enable an Employee Reimbursement form (FM-2821) to be processed to obtain a check advancing funds for lodging, meals and any other incidental expenses (i.e., taxi and tolls, etc). The Payroll Department must receive the ~~Employee Reimbursement form,~~ with a copy of the approved ~~FM-1104 form~~ Electronic Travel Approval/ Reimbursement Request (TRVL) attached, at least fifteen (15) working days prior to the date the advance check is required.
- B. A final accounting is required within ten (10) working days after travel is completed. This is accomplished by filing a completed FM-1104 form Electronic Travel Approval/ Reimbursement Request (TRVL), detailing reimbursable expenses, with supporting original receipts attached.

If the advance is in excess of the actual reimbursable expenses, a personal check or money order for the difference, made payable to Miami-Dade County Public Schools, must be attached to the completed ~~Request For Travel Expense Advance/Reimbursement form (FM-1104)~~ Electronic Travel Approval/ Reimbursement Request (TRVL) and submitted to the Payroll Department, Mail Code 9999, Room 614, where it will be reviewed and processed for deposit.

If the traveler fails to comply with the ten (10) working days requirement to submit a final accounting, the Payroll Department is authorized to collect the cash advancements from the employee's regular bi-weekly payroll payment.

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V. ADVANCE REGISTRATION FEES

- A.—Required advance registration fees for authorized travelers to attend seminars, training sessions, conferences, conventions or other similar meetings requested by the administration, may be paid from Board funds in advance in order to pay the lowest possible registration fee, but not earlier than required to meet the deadline.
- B.—~~Direct vendor payment for advance registration fees should be done as a General Authorization (GA) requisition as follows:~~
- ~~1.—Using the MSAF on-line purchasing system create and complete the online requisition. Use Category Code 099, Item 07, and provide a complete description in the Item Description field. You may also input this information on the Comment Screen (RCM), if necessary. Route the requisition for the appropriate approval. For further information and instructions on the use of the MSAF system, please consult the MSAF Budget, Finance and Purchasing System Manual.~~
 - ~~2.—After the Department of Procurement Management converts the requisition into a Purchase Order (PO), all three (3) copies (Requestor Copy, Vendor Copy, Accounts Payable Copy) are sent back to the requestor.~~
 - ~~3.—Upon receipt of the three (3) copies of the purchase order, the requestor must do the following:
 - ~~a.—Attach the registration form, a copy of the approved Request for Travel Advance/Reimbursement form (FM 1104), and any other supporting documentation, to the Accounts Payable Copy of the purchase order (PO).~~
 - ~~b.—Stamp the Accounts Payable Copy of the purchase order (PO) with the Receipt of Goods Stamp and have the worksite administrator sign by the stamp.~~
 - ~~c.—Send the Accounts Payable Copy, with supporting documentation attached, and the Vendors Copy to: Accounts Payable Department, Mail Code 9999, Room 602.~~~~
 - ~~4.—The requisition should be entered and fully approved in the MSAF system at least twenty (20) working days prior to the date the registration fee is required to be paid in order to allow sufficient time for processing.~~

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VI. SUPERINTENDENT'S REPRESENTATIVE

The Superintendent or 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 from the Superintendent, or designee, especially when a second or more reimbursable conference, workshop, or convention, is being attended within the same fiscal year.

VII. CONTRACTED SERVICES

Contracted services, which include Title I parents, chaperons and other professional services, that provide for separate computation of travel reimbursement, must conform to the same rules as other authorized travelers. It is preferable to have the contract provide a fee which includes the necessary travel expenses without enumerating such expenses in any manner. Said contractor payments are requested by preparing a Purchase Requisition supported by the approved contract. The Purchase Requisition should be prepared as noted in the section titled ADVANCE REGISTRATION FEES, and the contract prepared as noted in Chapter 7 of the MSAF Manual.

VIII. SCHOOL BOARD MEMBERS

Out-of-county travel for School Board members and their administrative assistants shall be reimbursed by submitting an Employee Reimbursement form (FM-2821) and an Electronic Travel Approval/Reimbursement Request (TRVL). The Employee Reimbursement form must be further documented by actual original receipts or a detailed signed statement, detailing the expenditures for which the Board member, or their assistant, is entitled to be reimbursed. Signed approvals on the ~~Employee Reimbursement form and the Request for Travel Expense Advance/Reimbursement form (FM-1104)~~, for the Board administrative assistant will be by their respective Board member. Each Board member will approve their own travel form after approval by the School Board. The approved Employee Reimbursement form (FM-2821) and an Electronic Travel Approval/Reimbursement Request (TRVL), with the supporting documents attached, is then submitted to the Payroll Department, Mail Code 9999, Room 614, where it will be reviewed and processed for payment.

IX. CANCELLED TRIPS

When an approved trip is cancelled, a screen printout of the electronic travel, or a memorandum citing the employee number, name and travel/request number, must be submitted within ten (10) working days after the cancellation takes place to the

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Payroll Department, Mail Code 9999, Room 614, indicating the reason for the cancellation. Any unused airline tickets issued for the trip, must be returned to the Payroll Department for a credit on future Board employees' travel.