

Business Operations
Ofelia San Pedro, Deputy Superintendent

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

COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES

The School Board of Miami-Dade County, Florida, announced on October 20, 2004, its intention to amend School Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Personnel, and the document, *Travel Policies and Procedures Manual*, at the meeting of December 15, 2004.

The Notice of Intended Action was published in the *Miami Daily Business Review* on October 25, 2004, and on November 8, 2004, 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 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.

Copies of the document, *Travel Policies and Procedures Manual*, which is incorporated by reference and is a part of this rule, will be forwarded to the School Board members under separate cover, 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.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Personnel, and the document, *Travel Policies and Procedures Manual*, which is incorporated by reference and is part of this rule, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective December 15, 2004.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 20, 2004, its intention to amend Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Persons, and the document, Travel Policies and Procedures Manual, at its meeting of December 15, 2004.

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

SUMMARY: The proposed amended document, Travel Policies and Procedures Manual, comports to Florida Statutes, Florida Department of Education Rules, and reflects modifications relating to approval requirements on travel-related expenses.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 112.061; 1001.39; 1001.41(5); 1001.42(10)(g); 1001.43(10) F.S.; 6A-1.056 FAC.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF December 15, 2004, 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 December 1, 2004, to the Superintendent of Schools, Room 912, at the same address.

Revised
Subsequent
To Initial
Reading On
10/20/04

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 to the public for inspection and copying at cost in the Citizen Information Center, Room 158, 1450 N.E. 2nd Avenue, Miami, Florida 33132.

Originator: Ms. Connie Pou
Supervisor: Ms. Ofelia San Pedro
Date: November 8, 2004

Revised
Subsequent
To Initial
Reading On
10/20/04

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 Citizen Information Center, and in the Office of Board Recording Secretary.

Specific Authority: ~~230.22(2); 230.23(22)~~. 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S
 Law Implemented, Interpreted, or Made Specific: 112.061; ~~230.204; 230.22(5);~~
~~230.23(10)(g); 230.23005(10)~~
1001.39; 1001.41(5);
1001.42(10)(g); 1001.43(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; 12-12-01