

Ms. Perla Tabares Hantman, Vice Chair

SUBJECT: DIRECT THE SUPERINTENDENT TO EVALUATE THE EFFICIENCY OF THE DISTRICT'S TRAVEL REIMBURSEMENT PROCESS AND MAKE RECOMMENDATIONS TO STREAMLINE IT

COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL RELATIONS

The system currently utilized by the District to process monetary reimbursements to employees that travel outside of Miami-Dade County on behalf of the District has been in place for some time. The *Electronic Travel Approval Reimbursement System* in fact encompasses many steps that are manual in nature and rely upon hard-copy documentation being transmitted through several departments. The time required for employees to receive travel approval, purchase tickets, reserve hotel rooms and be reimbursed for their travel expenses can sometimes be several weeks. Such delays in travel approvals may result in higher cost for airfare, increased conference registration fees, or similar increases related to booking delays. Delays in reimbursement of expenses may represent unreimbursable costs to an employee if interest accrues on a personal credit card for expenses charged while in conduct of the employee's official Miami-Dade County Public School duties.

In as much as technology has rapidly improved in terms of imaging capabilities and financial security, and in the interest of ensuring the efficiency and accuracy of the District's business operations, a thorough review of current District travel reimbursement procedures should be conducted and staff should explore any available travel-related technology which could be used to streamline travel approval and reimbursement procedures. Such an analysis at this time will serve to ensure that we are implementing current best practices in the area of travel reimbursement and meeting our fiduciary responsibilities to the public and our employees.

ACTION PROPOSED BY

VICE CHAIR PERLA TABARES HANTMAN: That The School Board of Miami-Dade County, Florida, direct the Superintendent to evaluate the efficiency of the District's travel reimbursement process and bring a report back to the Board with recommendations to streamline the system by February 2007.