

Ofelia San Pedro, Deputy Superintendent
Business Operations

**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**

COMMITTEE: INNOVATION, EFFICIENCY, AND GOVERNMENTAL RELATIONS

LINK TO DISTRICT STRATEGIC PLAN: GENERAL OPERATIONS

At its November 21, 2006 meeting, the School Board approved Agenda Item B-5, proffered by Ms. Perla Tabares Hantman, which directed the Superintendent to evaluate the efficiency of the District's travel reimbursement process. This item is submitted for consideration by the Board to amend the existing Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and Other Authorized Persons, to amend the Travel Policies and Procedures Manual, which is incorporated by reference and made part of this rule, to reflect the following modifications to streamline the process of reimbursing employees for out-of-county travel expenses. The most significant changes are highlighted below:

- Increase the out-of-county travel expense reimbursement maximum for School Board Members and the Superintendent of Schools or designee from \$2,500 to \$3,500. With the escalation in short-term, non-Saturday night stayover fares, the previous limit of \$2,500 is no longer realistic.
- Increase the out-of-county travel expense reimbursement maximum that direct reports to the Superintendent of Schools may approve from \$1,500 to \$2,500.
- Discontinue the use of the "Employee Reimbursement" form (FM-2821) for **out-of-county only**. This change will eliminate the duplication of data and approvals.
- Discontinue the use of the "Authorization For Use of Rental Car" form (FM-6741) to request reimbursement for car rental expenses paid for by the traveler.

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

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, and the document, Travel Policies and Procedures Manual, which is incorporated by reference and made part of this rule.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on May 16, 2007, 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, which is incorporated by reference and made part of this rule, at its meeting of July 11, 2007.

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 proposed amendments to the document, Travel Policies and Procedures Manual, reflect modifications to streamline the process of reimbursing employees for out-of-county travel expenses. The out-of-county travel expense reimbursement maximum increases the amount that School Board Members and the Superintendent of Schools may approve from \$2,500 to \$3,500; the amount that direct reports to the Superintendent of Schools may approve from \$1,500 to \$2,500; discontinues the use of the "Employee Reimbursement" form (FM-2821) for **out-of-county only**; and discontinues the use of the "Authorization For Use of Rental Car" form (FM-6741) to request reimbursement for car rental expenses paid for by the traveler.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1)(2); 1001.42(23); 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 July 11, 2007, 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 12, 2007, 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 at cost to the public for inspection and copying 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: May 2, 2007

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: 1001.41(1)(2); 1001.42(~~22~~)(23); 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

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; 12-15-04; 12-14-05