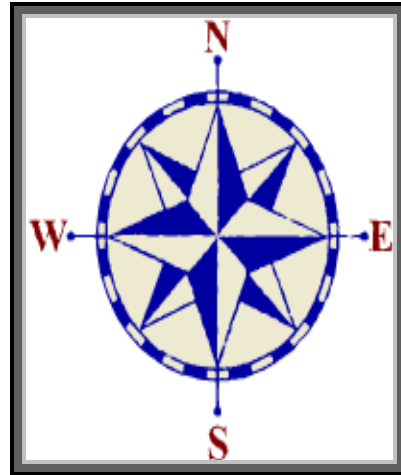


MIAMI-DADE COUNTY PUBLIC SCHOOLS

TRAVEL PROCEDURES MANUAL



**FINANCIAL SERVICES
OFFICE OF THE CONTROLLER –
PAYROLL DEPARTMENT**

October 2016

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

Ms. Perla Tabares Hantman, Chair
Dr. Dorothy Bendross-Mindingall, Vice Chair
Ms. Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Wilbert "Tee" Holloway
Dr. Martin Karp
Ms. Lubby Navarro
Ms. Raquel A. Regalado
Dr. Marta Pérez Wurtz

Superintendent of Schools

Mr. Alberto M. Carvalho

Student Advisor

Mr. Sebastian M. Lorenzo

MIAMI-DADE COUNTY PUBLIC SCHOOLS
TRAVEL POLICIES AND PROCEDURES

TABLE OF CONTENTS

	PAGE
TRAVEL EXPENSES - PROCEDURES	
GENERAL INFORMATION	1
IN-COUNTY TRAVEL:	
I. AUTHORIZATION PROCEDURES	2
II. ELIGIBLE TRAVEL	2
- MILEAGE CALCULATION EXAMPLES	3
III. YEAR-END DEADLINE AND MINIMUM REIMBURSEMENT TO BE PROCESSED	4
IV. REIMBURSEMENT CLAIMS - TRAVEL ONLY	4
V. REIMBURSEMENT CLAIMS - OTHER THAN MILEAGE	5
VI. SCHOOL BOARD MEMBERS AND ADMINISTRATIVE ASSISTANTS TO SCHOOL BOARD MEMBERS	5
OUT-OF-COUNTY TRAVEL:	
I. AUTHORIZATION PROCEDURES	7
II. ELIGIBLE TRAVEL	7
- <u>Before Travel</u>	7
- <u>After Travel</u>	9
III. TRAVEL ADVANCES	9
IV. ADVANCE REGISTRATION FEES	10
V. SUPERINTENDENT'S REPRESENTATIVE	10
VI. CONTRACTED SERVICES	10
VII. SCHOOL BOARD MEMBERS AND ADMINISTRATIVE ASSISTANTS TO SCHOOL BOARD MEMBERS	11

MIAMI-DADE COUNTY PUBLIC SCHOOLS
TRAVEL POLICIES AND PROCEDURES

TABLE OF CONTENTS

VIII. REIMBURSEMENT OF EXPENSES BY OTHER AGENCIES	11
IX. CANCELLED TRIPS	11

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 chaperones to student travel. Please note the following:

- 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.

For travel paid with Grant Funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award, and (2) the costs are reasonable and consistent with the District's travel policy. The above mentioned required documentation must be retained at the work site for a period of five (5) years.

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 the Internal Revenue Service. The current mileage reimbursement rate 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. Reimbursement for transportation expenses shall be based on the following procedures, as applicable:
 - 1. Transportation expenses between your home and your main, or normal, place of work (base of operations) and back home, are considered personal commuting expenses, and therefore, are **never** reimbursable (including weekends and holidays).
 - 2. Employees who depart from and return to their work location may claim the total miles driven while on official business.
 - 3. Miles traveled by an employee who departs from home to a business location shall not be reimbursed if the mileage traveled to the first business location is less than the mileage from home to the employee's regular work location. However, any excess mileage on the first trip and all mileage on subsequent trips is reimbursable (see Examples on next page).
 - 4. Mileage traveled by an employee who returns home from a business location is not reimbursable if the mileage from the employee's last business location to home is less than the mileage from the employee's regular work location to home. However, any excess mileage is reimbursable (see Examples on next page).

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

MILEAGE CALCULATION EXAMPLES

A sample of how mileage should be recorded is shown below:

NOTE: Work location name and number must be listed for all M-DCPS sites.

Indicate “Base” work location.

Complete street address must be listed for ANY non-M-DCPS site, including employee’s home.

DATE	TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION NOTE: THE “FROM” AND “TO” MUST BE SPECIFIED	R O T U R N I D P	PURPOSE	GROSS MILES TRAVELED	DAILY COMMUTE	NET MILES CLAIMED
03/01/15	FROM: W/L Name (w/W/L #) (“Base”)	✓	SAP Meeting	23.20		23.20
	TO: ITS (w/W/L #)					
03/02/15	FROM: W/L Name (w/W/L #) (“Base”)		Deposit field trip money	4.80		4.80
	TO: Bank (w/Complete Street Address)					
03/02/15	FROM: Bank (w/Complete Street Address)			6.00	10.30	0.00
	TO: Home (w/Complete Street Address)					
03/03/15	FROM: Home (w/Complete Street Address)		Teach PE	16.50	10.30	6.20
	TO: W/L #1 (w/W/L #)					
03/03/15	FROM: W/L #1 (w/W/L #)		Drop off test results	1.96		1.96
	TO: W/L #2 (w/W/L #)					
03/03/15	FROM: W/L #2 (w/W/L #)		Pick up test forms	17.85		17.85
	TO: W/L #3 (w/W/L #)					
03/03/15	FROM: W/L #3 (w/W/L #)			1.92	10.30	0.00
	TO: Home (w/Complete Street Address)					

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

- 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. **Actual miles traveled** must be recorded as indicated on the vehicle odometer. The District uses web sites, such as, MapQuest, Google Maps, etc., to verify miles claimed.
- D. Out-of-County travel to adjoining counties (Broward, Monroe and Palm Beach), where only mileage, tolls and registration fees are to be reimbursed, should be reported on the In-County travel form.

III. YEAR-END DEADLINE AND MINIMUM REIMBURSEMENT TO BE PROCESSED

At **fiscal year-end**, it is **imperative** that all travel reimbursement requests of **any** amount are **submitted by the deadline** published by the Payroll Department; typically during the **late part of May**.

During the year, due to the large volume and high cost of processing payments, reimbursement requests are to be submitted only when travel amounts total over \$50.00.

Due to the fact that it is practically impossible for an administrator to certify that information which is several years old is 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). An Employee Reimbursement form (FM-2821) shall also be prepared and signed. Claims shall be forwarded to the employee's supervising administrator (Principal, Region Director, Worksite Administrator, etc.) for approval and certification by signature. The approving administrator **must** be an M-DCPS employee.

Vouchers For Reimbursement Of In-County Travel (FM-0148) and Employee Reimbursement forms (FM-2821) must contain all of the following information:

Employee Name	Cost Center
Person ID or Pers Assig	Charge Cost Center
"Base" Work Location Name <u>and</u> Number	Functional Area
Daily Commute	Fund
Amount of Reimbursement	

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

The Voucher For Reimbursement Of In-County Travel (FM-0148) shall be attached to the Employee Reimbursement form (FM-2821), which shall be approved and certified by the authorized approving administrator. The authorized approving administrator for both the Voucher For Reimbursement Of In-County Travel (FM-0148) and the Employee Reimbursement form (FM-2821) are to review and certify the following:

- A. Travel was necessary and authorized.
- B. Mileage claimed is reasonable, unless additional miles are driven on expressways when the time factor makes use of the expressways more practical.
- C. Mileage (including tolls) is not being claimed from home to base or base to home.
- D. Mileage is not being claimed on a day that the employee was reported absent as Sick, Vacation, Personal or Leave Without Pay.

When completed, the Employee Reimbursement form (FM-2821), with the Voucher For Reimbursement Of In-County Travel (FM-0148) attached, shall be forwarded to the Payroll Department, Mail Code 9321, where it will be reviewed and processed for payment.

V. REIMBURSEMENT CLAIMS -- OTHER THAN MILEAGE

- 1. 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 amount provided by law (Class C Travel). To receive meal reimbursement, the traveler shall complete the Voucher for Reimbursement of Meals Not Requiring an Overnight Stay (FM-4557) and provide proper justification.
- 2. Registration fees may be paid using the Voucher for Reimbursement of In-County Travel (FM-0148) even when there is no mileage reimbursement requested.

VI. SCHOOL BOARD MEMBERS AND ADMINISTRATIVE ASSISTANTS TO SCHOOL BOARD MEMBERS

- A. School Board members and Administrative Assistants to School Board members have the option of being reimbursed for in-county travel based on a "typical month," or actual travel.
 - 1. If a School Board member or an Administrative Assistant to School Board member chooses to be reimbursed on the basis of actual travel, he/she completes the Voucher For Reimbursement Of In-County Travel (FM-0148).

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

Based on the Voucher For Reimbursement Of In-County Travel (FM-0148), an Employee Reimbursement form (FM-2821) shall be prepared and approved by the Board member. The approved Employee Reimbursement form (FM-2821), with the completed Voucher For Reimbursement Of In-County Travel (FM-0148) attached, shall be forwarded to the Payroll Department, Mail Code 9321, where it will be processed for payment.

2. If a School Board member or an Administrative Assistant to a School Board member chooses to be reimbursed on the basis of a "typical month," he/she shall begin logging the actual travel on a "Voucher For Reimbursement Of In-County Travel" form (FM-0148) **for a period of three (3) consecutive calendar months**. After the three (3) consecutive calendar months of actual in-county travel have been logged, a "Travel for A Typical Month" form (FM-2530) shall be completed and submitted, along with the "Voucher For Reimbursement Of In-County Travel" form (FM-0148), to the Payroll Department, Mail Code 9321. The Payroll Department will utilize these documents to determine the computation of the "typical month" amount, which will be processed for payment automatically each month. The Payroll Department will also recalculate the amount, as needed, based on IRS Mileage Reimbursement Rate changes. Additionally, it may be amended at any time, as deemed necessary by the Board member or an Administrative Assistant to a School Board member, when the mileage for a typical month permanently changes.
- B. 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 1001.39 Florida Statutes.
 - C. 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 "Voucher For Reimbursement Of Meals For Travel Not Requiring An Overnight Stay" form (FM-4557). This form shall be forwarded to the Payroll Department, Mail Code 9321, 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.

Before Travel

- A. The initial action required is the completion and approval of the Electronic Travel Approval/Reimbursement Request (TRVL), showing the estimated departure and return date and time, and associated expenses. Please note that the charge location and the employee's work location may not necessarily be the same.

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, excluding registration fees and tuition, must be approved prior to the occurrence of the actual travel.

- B. When the expenses for airline tickets are being paid wholly from Board funds, 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 employee is paying for the airline ticket, including when utilizing his/her own travel agency, and the "Paid by Employee" option is selected for common carrier:

Before a reservation is made, the employee must obtain two (2) complete lists of available airfares from different sources, indicating the departing and destination cities, as well as the cost of the airline ticket. The listings must be attached to the reimbursement request. Acceptable listings can be obtained from a travel agency or Internet providers.

TRAVEL EXPENSES – PROCEDURES

OUT-OF-COUNTY

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 funds reservation will be initiated automatically for the estimated cost of the fare, upon complete on-line approval of the travel (TRVL).

An “approved request to obtain airline ticket” report must be printed (TRVL) and submitted to the agency prior to an airline ticket being issued. **When feasible, the request should 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 submit it to the Payroll Department. The Payroll Department will submit a copy to Accounts Payable, so that the funds reservation can be increased.

Upon issuance of the airline ticket(s), the agency will email the traveler the e-invoice and the e-ticket.

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

- C. For travelers requiring the use of a rental car, if other than an economy-sized vehicle is needed, written justification, signed by the traveler’s immediate supervising administrator, must **also** be submitted.

The Collision Damage Waiver offered by the car rental companies is to be declined. The state contract provides for Collision Damage coverage. 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. The cost to add an additional driver, GPS, or rental facility fuel will **not** be reimbursed.

- D. When traveling within Florida, an attempt should be made to have the hotel waive charging sales tax by giving the Tax Exempt Number. If the hotel/motel does not grant the waiver, you will be reimbursed for sales taxes paid.

TRAVEL EXPENSES – PROCEDURES

OUT-OF-COUNTY

After Travel

- A. When approved travel is ended, the 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, which are the following:
- COMMON CARRIER – Original invoice or statement indicating the amount paid **and** boarding pass(es).
 - CAR RENTAL – Original itemized invoice or statement indicating the amount paid. If other than an economy-sized vehicle is needed, written justification, signed by the supervising administrator, must **also** be submitted.
 - TAXI, TOLLS, PARKING, ETC. – Original receipts, or SunPass statement with employee name and tolls highlighted.
 - HOTEL – Original invoice or statement indicating the amount paid.
 - REGISTRATION/TUITION: Original invoice or statement indicating the amount paid and agenda or schedule of events. If no agenda is available, explain the events in a memorandum.
 - INCIDENTALS: Explain in detail and provide original receipts when applicable (i.e., luggage fees, taxes, etc.).
- B. After the authorized signature(s) is(are) obtained, the completed Electronic Travel Approval/ Reimbursement Request (TRVL) and the supporting documents attached, must be submitted to the Payroll Department, Mail Code 9321, Room 614, to be reviewed and processed for payment, if there are differences between the approved and actual expenses, a memorandum should accompany the Electronic Travel Approval/ Reimbursement Request (TRVL), explaining the variance(s).
- C. The maximum time allowed for filing expense reports is ten (10) working days after travel is completed.

III. TRAVEL ADVANCES

Travel advances are discouraged. 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. In order to receive a travel expense advance before the departure date, a properly approved request must be

TRAVEL EXPENSES – PROCEDURES

OUT-OF-COUNTY

received in the Payroll Department fifteen (15) working days prior to the date the advance check is required. The advance cannot be paid in excess of 30 days prior to the travel date.

- A. This requires approval of the Electronic Travel Approval/ Reimbursement Request (TRVL) far enough in advance 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 a copy of the approved 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 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 Electronic Travel Approval/ Reimbursement Request (TRVL) and submitted to the Payroll Department, Mail Code 9321, Room 614, where it will be reviewed and processed for deposit.

IV. ADVANCE REGISTRATION FEES

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.

V. 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.

VI. CONTRACTED SERVICES

This group of individuals is **not** reimbursed through the Payroll Department, or the Electronic Travel Approval/Reimbursement Request system (TRVL); however, they must conform to the same rules as other authorized travelers.

TRAVEL EXPENSES – PROCEDURES

OUT-OF-COUNTY

VII. SCHOOL BOARD MEMBERS AND ADMINISTRATIVE ASSISTANTS TO SCHOOL BOARD MEMBERS

Out-of-county travel for School Board members and their administrative assistants shall be reimbursed by submitting an Electronic Travel Approval/Reimbursement Request (TRVL), which 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. Each Board member will approve their own travel form, and that of their administrative assistants. The approved Electronic Travel Approval/Reimbursement Request (TRVL), with the supporting documents attached, is then submitted to the Payroll Department, Mail Code 9321, Room 614, where it will be reviewed and processed for payment.

VIII. 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 District in full. Reimbursement must be made **directly** to the District, **not** the employee.

IX. CANCELLED TRIPS

When an approved trip is cancelled, the “After Travel” procedures for the original Electronic Travel Approval/Reimbursement Request (TRVL) must still be completed for the price of the original airline ticket. Additionally, a memorandum citing the employee name and number, the travel/request number, a valid reason for the cancellation, as well as, a screen-print of the electronic travel, must be submitted to the Payroll Department, Mail Code 9321, Room 614, **within ten (10) working days after the cancellation takes place.**

Any credit issued for an unused airline ticket must be used by the employee within one calendar year from the date of cancellation.

Miami-Dade County Public Schools Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against, any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (07.14)