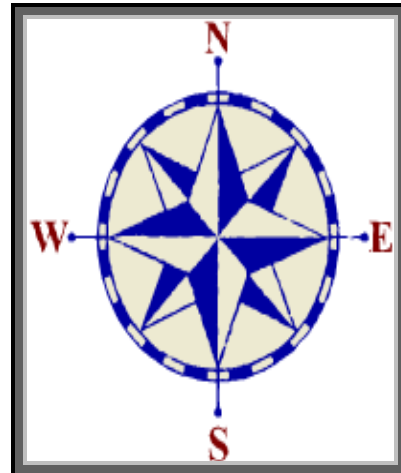


MIAMI-DADE COUNTY PUBLIC SCHOOLS TRAVEL POLICIES & PROCEDURES MANUAL



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

Board Rule 6Gx13- 4C-1.07

Final Reading: July 11, 2007

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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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, Internal Revenue Regulations 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 Internal Revenue Service Standard Mileage Rate effective upon publication by the Internal Revenue Service for distances traveled on official business. The rate per mile will be published by the Payroll Department annually, or as deemed necessary.

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

B. 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.

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 School Board Rule 6Gx13- 3D-1.021, Internal Fund/School Activities – Specific Procedures, if:

1. The employee is assigned to perform official duties elsewhere, e.g., travel to recruit teachers;

TRAVEL EXPENSES DISTRICT POLICIES

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 completed in advance of such travel an approved 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 \$3,500, 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 \$2,500; however, the Superintendent of Schools retains the sole authority of approving the reimbursement of actual expenses exceeding the \$2,500 limit to the maximum of \$3,500, excluding registration fees and tuition.
 - c. Out-of-county trips estimated to exceed \$3,500 must be approved by the Superintendent and the Board **before** travel commences if reimbursement is expected for the full amount.
 - 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.

TRAVEL EXPENSES -- DISTRICT POLICIES

- 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. Associate/Assistant Superintendents: Approval by the corresponding Deputy Superintendent/Chief is required.
 - f. Principals: Approval by the Regional Center Superintendent is required.
 - g. Non-school site employees: Approval by the immediate supervisor and the corresponding administrator at the Assistant Superintendent level is required.
 - h. Assistant Principals/School site employees: Approval by the Principal is required.
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 Regional Center 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.

TRAVEL EXPENSES -- DISTRICT POLICIES

V. REIMBURSEMENT OF EXPENSES

Reimbursable expenses will not be paid from Board funds until after the authorized traveler has returned from the trip, completed and submitted to the Payroll Department an approved 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.

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

TRAVEL EXPENSES -- DISTRICT POLICIES

by the administration may be paid from Board funds, and a final accounting shall be made within ten (10) working days following the return from official travel status.

D. Travel Arrangements

Required purchase of airline tickets for authorized travelers on official School Board business may be paid from Board funds. Travel arrangements will be made by the employee utilizing existing Internet providers, the employee's own travel agency, or the School Board approved travel agencies.

VI. TRAVEL EXPENSES NOT AUTHORIZED

Travel expenses shall not be authorized to be reimbursed for:

- A. Any employee who received college credit for work done while in attendance at a workshop, seminar, conference, or similar meeting.
- B. Classroom teachers to attend subject-area meetings or conferences unless the classroom teacher is authorized to attend such meeting by the school principal.
- C. Any employee to attend the annual convention of state professional organizations, unless requested to attend by the administration for work related business.
- D. No tips or gratuities of any kind.

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 Regional Center. Any such travel expenditures will be subject to all provisions set forth in School Board_Rule 6Gx13- 3D-1.021, Internal Fund/School Activities – Specific Procedures.

TRAVEL EXPENSES -- DISTRICT POLICIES

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- 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.

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.

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.

TRAVEL EXPENSES -- DISTRICT POLICIES

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 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.

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 maximum reimbursable amount provided by law for per diem for meals and lodging 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 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

TRAVEL EXPENSES -- DISTRICT POLICIES

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.

Lunch allowance is when travel begins before 12 noon and extends beyond 2 p.m.

Dinner allowance is when travel begins before 6 p.m. and extends beyond 8 p.m., 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 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.

TRAVEL EXPENSES -- DISTRICT POLICIES

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.

7. Car Rental

The car rental must be an **economy-sized vehicle** (i.e., compact car). **If other than an economy-sized vehicle is needed, written justification must be submitted.**

The employee's supervisor should consider the following guidelines before approving the use of a rental car:

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.
3. No other transportation is reasonably available at the time(s)/location(s) required.

Use of a rental car 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.

Any travel expenditures involving the expenditure of **federal** funds must have the approval of the Assistant Superintendent of the Office of Intergovernmental Affairs 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 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).
 - 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).

TRAVEL EXPENSES -- PROCEDURES

IN-COUNTY

MILEAGE CALCULATION EXAMPLES

In the following examples, assume that the employee's commuting mileage (home to base, base to home) is 10 miles each way, and the base location is the School Board Administration Building (SBAB). An illustration of how the mileage should be recorded is shown below:

NOTE: Complete street address must be listed when visiting a non-M-DCPS site.

Example 1

Date	Travel Performed	Gross Miles	Less Commute	Net Miles
9/23/04	Home - Cutler Ridge Elem.	9.0	10.0	0.0
	Cutler Ridge Elem. – Naranja Elem.	8.0		8.0
	Naranja Elem.,. – Home	16.0	10.0	6.0
	Total Reimbursable Miles			14.0

Example 2

Date	Travel Performed	Gross Miles	Less Commute	Net Miles
9/24/04	Home – Air Base Elem.	16.5	10.0	6.5
	Air Base Elem. – Naranja Elem.	2.0		2.0
	Naranja Elem.,. – Kendale	17.0		17.0
	Kendale – Home	1.0	10.0	0.0
	Total Reimbursable Miles			25.5

Example 3

Date	Travel Performed	Gross Miles	Less Commute	Net Miles
9/28/04	Work Location (base) – Post Office	2.0		2.0
	Post Office – Work Location (base)	2.0		2.0
	Total Reimbursable Miles			4.0

Example 4

Date	Travel Performed	Gross Miles	Less Commute	Net Miles
9/29/04	Work Location (base) – ITS	23.0		23.0
	ITS – Home	9.0	10.0	0.0
	Total Reimbursable Miles			23.0

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. If mileage is not actually measured, it is to be estimated at a rate of ten (10) blocks per mile, or may be obtained from web sites.
- 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. 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 of **any** amount are due to be submitted during the **early** part of June.

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, Regional Center Assistant 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	Period Covered

The Voucher For Reimbursement Of In-County Travel shall be attached to the Employee Reimbursement form. The Employee Reimbursement form shall be approved

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

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.

When completed, the Employee Reimbursement form, with the Voucher For Reimbursement Of In-County Travel attached shall be forwarded to the Payroll Department, Mail Code 9999, Room 614, where it will be reviewed and processed for payment.

V. REIMBURSEMENT CLAIMS -- OTHER THAN MILEAGE

- 1. 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.
- 2. 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.
- 3. Registration fees may be paid using the Voucher for Reimbursement of In-County Travel form (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

TRAVEL EXPENSES – PROCEDURES

IN-COUNTY

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. Based on the Voucher For Reimbursement Of In-County Travel, an Employee Reimbursement form shall be prepared and approved by the Board member. 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 School Board member or an Administrative Assistant to School 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 or an Administrative Assistant to School 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. 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 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 Electronic Travel Approval/Reimbursement Request (TRVL), showing the estimated departure and return date and time, and associated expenses. 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.

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 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 purchase requisition will be initiated automatically for the approved estimated cost of the fare.

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.

Upon issuance of the airline ticket(s), the agency will either deliver/e-mail 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 airport or travel agency.

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.**

- C. Travelers requiring the use of a rental car are encouraged to use their District-sponsored personal liability travel credit card to pay for the expenses.

If Internal Fund accounts are 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 School Board Rule 6Gx13- 3D-1.021, Internal Fund/School Activities – Specific Procedures.

TRAVEL EXPENSES – PROCEDURES

OUT-OF-COUNTY

- D. If other than an economy-sized vehicle is needed, written justification 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. If the District-sponsored personal liability 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. If the hotel/motel does not grant the waiver, you will be reimbursed for sales taxes paid.

- F. 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 invoice or statement indicating the amount paid, with **written** supervisory approval. If other than an economy-sized vehicle is needed, written justification must **also** be submitted.
- TAXI, TOLLS, PARKING, ETC. – Original receipts.
- 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.

- G. 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 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 Electronic Travel Approval/ Reimbursement Request (TRVL), explaining the variance(s).

TRAVEL EXPENSES – PROCEDURES

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- 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.

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-sponsored personal liability 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 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 9999, Room 614, where it will be reviewed and processed for deposit.

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V. 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.

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.

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 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. The approved 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.

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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 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.