

## Administrative Order



**Administrative Order No.:** 6-5

**Title:** Attendance at Local Conferences

**Ordered:** 7/16/1985

**Effective:** 7/16/1985

### **AUTHORITY:**

Section 4.02 of the Metropolitan Dade County Charter

### **POLICY:**

County employees are encouraged to attend and to participate in conferences, seminars, colloquiums, professional meetings, training sessions, or the like, in order to advance their job-related skills or knowledge, and to make personal contact with other professionals in their field. At the same time, however, expenditures for such activities need to be as prudently managed as any other county expenditure, and, in addition, the day-to-day operations of the County must not be adversely affected by the absence of employees from their regular duties. It is therefore the policy of the County that prior approval must be obtained from the Office of Management and Budget (OMB) for attendance at any local conference (or the like) which involves \$250 or more in registration and related costs (materials, handouts, etc.), or which will be attended by four or more persons from the same department, regardless of cost.

The term "local" in this context refers to an area within which an attendee can conveniently commute to and from the conference in the course of a normal working day, and for which a Travel Request is not appropriate. The geographical area encompassed would include not only all of Dade County, but also portions of other southeast Florida counties, depending on circumstances.

Travel to conferences outside the local area is covered by A.O. 6-1, Travel on County Business.

### **PROCEDURES:**

Requests for OMB approval may be by way of the standard Check Request from, or, if an advance check is not being requested, by memo from the department director. Requests should be sent to the attention of the department's budget analyst and

must be received in OMB no later than one week (five (5) working days) prior to the conference. Requests are to include the name(s) of the participants(s), the purpose and date(s) of the conference, and the costs. Copies of official announcements, agendas or invitations which indicate the cost of the conference must also accompany the request.

**REIMBURSEMENT:**

Reimbursement for expenditures that have not been prepaid by the County will be made by the Finance Department upon presentation of valid receipts. In those cases requiring prior OMB approval, evidence of that approval must also be supplied.

**MEALS:**

The cost of meals, luncheons or banquets will only be covered when said cost is in inseparable part (i.e., not itemized) of the overall conference or registration fee.

**EXCEPTION:**

Training sessions for which degree or professional certification credit is received are covered under A.O. 7-4, "Tuition Refund Program".

This administrative order is hereby submitted to the Board of County Commissioners of Dade County Florida.

M.R. Stierheim

County Manager