

# Memorandum



**Date:** October 25, 2021

**To:** Department Directors

**From:** David Clodfelter, Director  
Office of Management and Budget

**Subject:** Travel Number Assignments for FY 2021-22

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Happy New Fiscal Year! This memorandum serves to transmit the new Travel Numbers (“T” Numbers) for FY 2021-22 and reinforce application of travel rules and procedures. The “T” Numbers attached are for those travel requests initiated after September 30, 2021. The “T” Number contains, in order, the department code, the fiscal year, and a three-digit number unique to that individual travel.

Departmental personnel should always adhere to the current policies and procedures in place for travel. Guidelines set forth in the County’s Travel Policy and Procedures Manual help to ensure that all individuals traveling on official County business understand the compliance requirements established by the Board of County Commissioners and the Administration. All policies and procedures related to travel can be found at the [County’s Travel site](#). Department Directors will be held accountable for upholding the County’s travel policies and procedures.

As per the travel procedures, these “T” Numbers are to be assigned by each departmental travel liaison after the Department Director and/or authorized designee has approved the individual’s travel. After the “T” Number has been assigned, the travel liaison for the department will either procure the travel arrangements for the traveler or advise the traveler that he or she may proceed with their approved travel arrangements. The departmental travel liaison must ensure that a “T” Number is never assigned more than once. Even if a travel is denied or canceled, that “T” Number must not be used again.

If you have additional questions please contact Anita Gibboney in the Office of Management and Budget, Travel Coordinator for Miami-Dade County at 305-375-5414.

## Attachment

c: Honorable Harvey Ruvlin, Clerk, Circuit and County Courts  
Honorable Nushin G. Sayfie, Chief Judge, Eleventh Judicial Circuit  
Honorable Pedro J. Garcia, Property Appraiser  
Geri Bonzon-Keenan, County Attorney  
Gerald K. Sanchez, First Assistant County Attorney  
Felix Jimenez, Inspector General  
Jose J. Arrojo, Executive Director, Commission on Ethics and Public Trust  
Office of the Mayor Senior Staff  
Departmental Travel Liaisons  
OMB Budget Analyst Staff

## FY 2021-22 Travel Numbers

Department or Office	Travel Numbers Assigned ("T" Numbers)
Animal Services	AD 22001 - AD22999
Audit and Management Services	AU 22001 - AU22999
Aviation	AV 22001 - AV22999
Board of County Commissioners	CC 22001 - CC22999
Citizens Independent Transportation Trust	ET 22001 - ET22999
Clerk of Courts	CL 22001 - CL22999
Commission on Ethics	EC 22001 - EC22999
Community Action and Human Services	CH 22001 - CH22999
Communications and Customer Experience	CT 22001 - CT22999
Corrections and Rehabilitation	CR 22001 - CR22999
County Attorney	AT 22001 - AT22999
Cultural Affairs	CU 22001 - CU22999
Elections	EL 22001 - EL22999
Finance	FN 22001 - FN22999
Fire Rescue	FR 22001 - FR22999
Homeless Trust	HT 22001 - HT22999
Human Resources	HR 22001 - HR22999
Information Technology	IT 22001 - IT22999
Inspector General	IG 22001 - IG22999
Internal Services	ID 22001 - ID22999
Judicial Administration	OC 22001 - OC22999
Juvenile Services	JU 22001 - JU22999
Legal Aid	LA 22001 - LA22999
Library	LB 22001 - LB22999
Management and Budget	BU 22001 - BU22999
Medical Examiner	ME 22001 - ME22999
Metropolitan Planning Organization	MP 22001 - MP22999
Miami-Dade Economic Advocacy Trust	MM 22001 - MM22999
Office of the Mayor	MA 22001 - MA22999
Parks, Recreation and Open Spaces	PR 22001 - PR22500
Parks, Recreation and Open Spaces – Zoo Miami	PR 22501 - PR22999
Police	PD 22001 - PD22500
Police - Warrants Bureau	PD 22501 - PD22999
Seaport	SP 22001 - SP22999
Property Appraisal	PA 22001 - PA22999
Public Housing and Community Development	PH 22001 - PH22999
Regulatory and Economic Resources	RE 22001 - RE22999
Solid Waste Management	SW 22001 - SW22999
Transit and Public Works (Transit)	TP 22001 - TP22500
Transit and Public Works (Public Works)	TP 22501 - TP22999
Water and Sewer Department	WS 22001 - WS22999