

## REQUEST/REIMBURSEMENT TO TRAVEL

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### SUMMARY

This procedure explains how to make a travel request, what forms and signatures are required, and what deadlines apply. For a more detailed explanation refer to reference documents cited.

### PROCEDURE

1. Obtain prior approval from your department director and/or authorized designee to initiate a travel request.
2. Refer to all departmental procedures and to the County's Travel Policy and Procedures Manual to ensure that travel guidelines are followed, as well as Administrative Order 6-1.
3. Contact your department's designated travel liaison and provide the necessary documentation required, as stipulated in the County's Travel Policy and Procedures Manual, to initiate a travel request.
4. Record all estimated travel expenses on the Travel Request form (form 107\_02-36 11/11. Request a cash advance, if one is needed, on this same form, for a maximum of 80 percent of all reimbursable expenses, excluding air transportation and registration fees. Travel advances may be denied by the Finance Department to those individuals or departments that have failed to properly submit past Travel Expense Reports. Advances up to \$500 will be made via cash; all other amounts will be made in the form of a check issued by the Finance Department Accounts Payable Section.
5. Obtain the traveler's, department director's and/or authorized designee's signatures.
6. After the required departmental approval and signatures have been obtained for the requested travel, the travel liaison will assign a departmental "T" number to the travel request and will proceed to purchase the airline tickets and secure the travel arrangements. The departments "T" numbers are assigned every fiscal year by the County's Travel Coordinator, currently in the Office of Management & Budget (OMB).
7. The Travel Request form shall be submitted to the assigned Deputy Mayor for approval. Deputy Mayor's office in turn submits Travel Requests to the Travel Liaison in the Finance Department for review and processing. When the cost of the travel exceeds the department's budget, the Travel Request form will require OMB's approval prior to being submitted to the Office of the Mayor. The Travel Request must be submitted at least seven (7) working days in advance of travel. The Finance Department is authorized to design and modify the Travel Request and Travel Expense Report forms to comply with Administrative Order No. 6-1, and the Miami-Dade Travel Policy and Procedures Manual. The Finance Department shall also gather such information as is necessary to properly account for monies advanced and reimbursed for travel.

The following sequence of approvals is required for travel:

- **EMPLOYEES, CONSULTANTS, GUEST SPEAKERS:** The department director and/or authorized designee shall be responsible for authorizing travel for department personnel, consultants, guest speakers, as well as, for designating funds that are to be used to underwrite the cost of the trip. However, if the request for travel expenses exceeds the department's approved annual travel budget, the Travel Request form must be authorized by the department director and/or authorized designee and OMB before the travel is routed for approval to the Office of the Mayor.

- INTERVIEWEES AND INTERVIEW PANELISTS: Any travel by an interviewee or interview panelist must be approved by both OMB and the department's designated Deputy Mayor.
  - DEPARTMENT DIRECTORS: All Travel Requests as well as Travel Expense Reports for department directors must be approved by the Office of the Mayor. A director cannot approve his/her own travel. An exception(s) to a director's travel must be substantiated with an explanatory memo approved by the Deputy Mayor.
  - INTERNATIONAL TRAVEL: All foreign travel must be approved by the Mayor himself.
  - BOARD OF COUNTY COMMISSIONERS (BCC), THEIR STAFF, AND REPORTING DEPARTMENTS/OFFICES: Travel by the Board of County Commissioners (BCC), their staff, and reporting departments/offices, shall be approved by the BCC and/or their designee.
  - ELECTED OFFICIALS: Elected Officials are responsible for approving their own travel, as well as that of their staff (i.e. Clerk of Courts, Property Appraiser's Office.)
  - INDIVIDUALS APPOINTED TO SERVE ON COUNTY BOARDS: For individuals appointed to serve on County Boards, their travel must be approved by the Chair of their committee, the minutes of their meeting approving their travel must also be submitted with the Travel Request, and the documents submitted must include a County authorized travel signature. The travel must be budgeted in their annual budget.
  - OFFICES NOT UNDER THE MAYOR'S PURVIEW: Must have an adopted budget travel allocation approved by the Board of County Commissioners. In addition, their travel must be approved by their office head and/or authorized designee (i.e. County Attorney's Office, Office of the Inspector General, Law Library, Commission on Ethics and Public Trust, etc.).
8. Due to special insurance restrictions, no County vehicle or personal vehicle is to be used out-of-state on official County business without the express written permission of ISD-Risk Management.
  9. All approved Travel Expense Reports forms (107\_02-35 11/11) must be sent to the Finance Department, signed by the traveler, Department Director, and/or assigned Deputy Mayor, if traveler is Department Director.
  10. It is the responsibility of the traveler to keep all required original receipts for reimbursement purposes and submit such documentation along with the approved Travel Expense Report (form 107.02-35 11/11) within five (5) days following their return. The traveler's report and documentation (original receipts) is submitted to the Accounts Payable Section of the Finance Department for final review and settlement of travel. All travel reimbursements under \$500.00 will be dispersed in cash. A traveler may request a check in lieu of cash; however, an additional week's processing time may be required.
  11. Airline tickets may be purchased using the assigned departmental purchasing card (P-card) designated specifically for air travel or in certain instances the traveler's personal credit card. Tickets purchased will not be reimbursed to a traveler unless prior approval is provided from the department director and/Deputy Mayor. Such approval must be submitted in writing to the Finance Department, Accounts Payable Section.
  12. It is the responsibility of the traveler and/or the individual purchasing the tickets to be advised and aware of all the rules/regulations/restrictions governing the ticket prior to purchase.
  13. The Miami-Dade County Travel Policy and Procedures Manual allows for the use of lodging and meal reimbursement rates (both domestic and foreign) to follow the published rates provided on the U.S. General Services Administration website and that of the U.S.

Department of State's website. The U.S. General Services Administration listing of domestic and the U.S. Department of State's foreign maximum allowable lodging rates and meal reimbursement rates can be found at:

<https://www.gsa.gov/travel/plan-book/per-diem-rates> (domestic)  
[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) (foreign)

This link can also be found on the County's travel website <http://intra.miamidade.gov/travel/meals.asp>. Where meals are included as part of the conference, educational seminar, etc., they are to be deducted from the daily meals and incidentals. Reimbursement for actual expenses incurred must be substantiated as "paid" (i.e. itemized hotel bills, taxis, plus any other substantiated reimbursement expense). As an alternative to payment for actual expenses, the traveler can receive a \$50 per diem per day allowance to cover meals and lodging during domestic travel. No receipts are required for this type of reimbursement, also known as the Domestic Per Diem Rates. .

14. Authorized travelers shall be reimbursed for travel expenditures in accordance with Florida Statute 112.061, 125.0104, 159.47, and Sections 1.06 and 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

**Note**

If reimbursement from the County is requested for a cancelled trip, the traveler is required to provide a copy of the cancelled ticket and written explanation as to why the trip was cancelled signed by the department director and designated Deputy Mayor along with all support documentation to the Finance Department, Accounts Payable Section for review and processing.

**CONTACT(S):**

**Department/Division**

Office of Management and Budget/Travel Coordinator  
Finance Department/Controller's Division/Accounts Payable Section

**REFERENCE DOCUMENT(S):**

Miami-Dade County Travel Policy and Procedures Manual  
Resolution R-1345-03 - Resolution Increasing Per Diem Meal/Subsistence and Mileage Rates for Travel by County Officers, Employees and Other Authorized Persons  
Administrative Order 3-35 – Purchasing Card Program  
Administrative Order 6-1 – Travel on County Business  
Procedure Number 610 – Purchasing Card Program