

TRAVEL BY NON-COUNTY PERSONNEL

SUMMARY

This procedure identifies the additional requirements and approvals necessary when non-County personnel travel on behalf of the County. This information is also found in the Miami-Dade County Travel Policy and Procedures Manual and in Administrative Order 6-1, Travel on County Business.

PROCEDURE

Board Appointed Individuals

Submit a Travel Request form (form 107.02-36) to the Chairperson of the Committee established by the Board of County Commissioners (BCC) at least thirty (30) days prior to the date of travel. Since authorization to travel must be approved in the minutes of the Board appointed committee, and funds must be allocated during the annual budget process. A memorandum explaining the travel request addressed to the Chairperson of the BCC is required.

Job Interviewees

If used to interview department directors, a request for travel requires approval from the Mayor and/or designee. If used for any other interview process, travel needs to be approved by the department director and/or his/her designee and the Deputy Mayor. Department is to follow all County procedures in the Miami-Dade County Travel Policy and Procedures Manual when requesting such travel.

Guest Speakers/Interview Panel Members

Guest speaker(s) traveling to Miami-Dade County must be covered by a separate agreement approved by the department director and/or authorized designee, and the Deputy Mayor and clearly indicate the official County business the individual is performing. Attach all relevant documentation to the travel request (i.e. programs, agendas, brochures). The traveler must conform to all County travel procedures. Travels expenses associated to interview panel member(s) must also be approved by the department director and/or authorized designee, and the Deputy Mayor.

Transporting Non-County Personnel Involved in County Business

Non-County employees may be transported within Miami-Dade County in a County vehicle if involved in County related-business. However, at no time shall non-County personnel be transported outside Miami-Dade County in a County vehicle without prior written approval from the department director and/or authorized designee, Director of the Internal Services Department, and Risk Management.

Persons in Custody or Guardians of Dependents

No County authorization required from the Mayor's Office; follow internal departmental procedures.

Procedure Number: 821
Effective Date: 01/12

CONTACT(S):

Department/Division

Office of Management and Budget
Internal Services Department/Risk Management

REFERENCE DOCUMENT(S):

Administrative Order 6-1, Travel On County Business
Miami-Dade County Travel Policy and Procedures Manual