



# **Travel Policy and Procedures**

**October 2012**

## **Overview**

The County's Travel Policy and Procedures Manual has been prepared to serve as a reference tool to aide those individuals traveling on behalf of Miami-Dade County on official County business. These guidelines apply to all travel expenses regardless of the source of funds.

The purpose of this manual is to:

- ✓ Provide guidance to travelers, travel arrangers, approvers, and auditors on cost-effective management of travel expenses.
- ✓ Define the responsibility and accountability of the traveler and those approving travel on behalf of Miami-Dade County.
- ✓ Define the consequences of not adhering to the County's Travel Policy and Procedures.
- ✓ Set the rates of reimbursement for mileage, lodging, and meal per diems for those traveling on official County business.

# 2012 Miami-Dade County Travel Procedures

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## Table of Contents

Policy Statement	5
Who needs to understand this Policy?	5
Website Address	5
County Travel Booking Tools	5
24-hour Emergency Assistance	6
Ticket Restrictions and Refunds	6
Issuance of Travel ("T") Numbers	6
Travel Requests and Approvals	6
Travel Request and Expense Forms	10
Travel Authorization	10
Travel Authorization Signature Forms	12
Transportation	12
Air Travel	12
Changes to Travel Itinerary	14
Tracking of Airline Ticket Credits	19
Travel/Luggage Insurance	19
Traveling with Luggage and Materials	19
Travel/Booking Agent Fees	19
Travel paid for by a third party or outside organization other than Miami-Dade County (Ordinance 04-55)	19
Three (3) methods of processing travel paid for by a third party or outside organization	19
Automobile Travel	20
Use of County Vehicle	20
Transporting Non-County Personnel Involved in County Business	20
Traveling outside the State on County Business with a County Vehicle and/or Personal Vehicle	21
Mileage Reimbursement on County Travel	21
Mileage Reimbursement-Procedure	21
Other Transportation Modes (Bus, Rail, Private Aircraft, etc.)	21
Tolls	25
Lodging	25
Car Rental	29
Meal Reimbursements	29
Conference Lodging	34
Conference Meals	34

## 2012 Miami-Dade County Travel Procedures

---

Conference Activities.....	44
Other Reimbursable Expenses .....	44
Travel Expenditures not Reimbursed by the County .....	45
Domestic Per Diem Rates .....	46
Multiple Travelers.....	46
Personal Travel combined with County Business .....	46
International Travel.....	47
Passports, vaccinations, and visas .....	47
Currency Conversions.....	48
Basic Travel Documentation .....	48
Payment for Travel Services with County Issued Travel Credit Cards (Travel "P"Card).....	50
Cash Advances .....	50
Personal Credit Cards .....	51
Frequent Flyer Miles.....	51
Cancellation/Changes to Travel .....	52
Monthly Travel Credit Card Reconciliation .....	52
Lost or Stolen Departmental Travel Credit Cards .....	53
Travel Credit Cards .....	53
Departmental Travel Liaison .....	53
Florida Sterling Council Travel Procedures .....	55
Questions and Updates .....	57

# 2012 Miami-Dade County Travel Procedures

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## **Policy Statement**

These travel procedures are applicable to all Miami-Dade County employees and persons/organizations conducting official County business including the State Attorney's Office, Public Defender's Office, Clerk of the Courts, and the Eleventh Judicial Circuit.

County approved travel is generally defined as all travel related to Miami-Dade County official business in excess of one's normal business commute (County-approved travel does not include commuting between home and normal place of employment). Travel is also defined as travel outside the immediate vicinity of Miami-Dade County, which is generally defined as the area including and between West Palm Beach and Marathon Key, Florida.

Department Directors should use their judgment in determining who should travel and how many individuals should travel. Department Directors, individuals designated by the Department Director to authorize or approve travel, and the individual traveler will be held accountable for complying with the County's travel policy and procedures. Failure of the traveler to comply with these travel policies and procedures may result in denial of travel expense reimbursements or future cash advances.

Updates and/or changes to the County's travel policies and procedures may be made periodically and will be communicated either via email and/or memorandum. Amendments will be available electronically on the County's intranet website <http://intra.miamidade.gov/travel/> and will be effective on the date of issuance. These amendments will supersede all previous travel policy and procedure documentation.

## **Who needs to understand this Policy?**

All individuals responsible for making County travel decisions/reservations on behalf of the County must comply with the County's travel policies and procedures. Members of outside organizations traveling on behalf of the County must also know and comply with these procedures as well. In addition, it is also the traveler's responsibility understand and comply with these policies and procedures and the responsibility of the individual approving the travel and expense reimbursement too.

## **Website Address**

The County's Travel Policy and Procedures Manual can be found on the County's intranet site <http://intra.miamidade.gov/travel/>.

## **County Travel Booking Tools**

Miami-Dade County employees and individuals traveling on County business, being paid for by the County, must abide by the County's travel policy and procedures. They must use the Internet and other travel management tools to procure their travel arrangements and are required to search the various travel websites to find the most economical fares available for their days of travel. These sites provide a wide variety of choices in airfares, airlines, car rentals, and hotel accommodations. In addition, travelers are also encouraged to search airline specific websites not available through general-purpose travel websites where airline specific discounts may be found. Travelers **are not permitted** to use travel agents, except in extreme and unusual cases. Should a travel agent be required, a memorandum signed by the Department

## 2012 Miami-Dade County Travel Procedures

---

Director must be attached to the Travel Request Form (TRF) stating the savings and benefits to the County as a result of using a travel agent.

### **24-hour Emergency Assistance**

Miami-Dade County does not have staff available to handle travel emergencies after normal business hours therefore, it is the traveler's responsibility to access the customer service support offered by the travel site used for the travel booking. Travelers should always note the customer service support e-mail and/or toll free number available on the travel website prior to the commencement of their travel.

### **Ticket Restrictions and Refunds**

Individual travelers will be held responsible for adhering to the travel restrictions imposed on ticket purchases. Before purchasing a ticket, the traveler should read the rules and regulations that pertain to cancellations, itinerary changes, and refunds and any fees, penalties, and restrictions on the ticket prior to purchasing. Each travel website publishes its own set of rules and regulations that outline the terms and conditions of ticket offerings.

### **Issuance of Travel ("T") Numbers**

The Office of Management and Budget (OMB) is responsible for assigning a series of travel numbers ("T" numbers) at the beginning of each fiscal year (see **Example A**) to each department for use as official control when procuring travel arrangements. After a "T" number has been assigned, the departmental travel liaison will use this number to track travel. The departmental travel liaison must ensure that a "T" number is never assigned more than once, even if travel is subsequently denied or canceled.

To find assigned departmental "T" numbers, please visit the County's Travel website at <http://intra.miamidade.gov/travel/t-numbers.asp> or contact the County's Travel Coordinator in OMB at 305.375.5143.

### **Travel Requests and Approvals**

The department shall initiate a **Travel Request Form (TRF)** (see **Example B**) for each employee, official or other individuals authorized to travel on behalf of Miami-Dade County on official County business. Departments that have established departmental specific travel approval procedures shall continue to adhere to in-house departmental policies. However, it is mandatory that travelers confirm with the departmental travel liaison that they are in compliance with the County's travel policies and procedures and administrative orders.

The **"Estimated Cost"** section on the TRF must be completed whether **the County or an outside organization is paying** for the travel expenses. The TRF must be accompanied with the travel itinerary (showing at least three alternative ticket prices – see **Example E**) at the time of TRF approval and prior to final ticket purchase. In addition, the **"Purpose of Trip"** section must clearly indicate why travel is necessary and how the trip benefits the County.


**Signatures and final approvals** must be obtained once the TRF is completed. Travelers should contact assigned departmental travel liaison with questions regarding TRFs and required documentation or travelers can go on-line and visit the County's travel website <http://intra.miamidade.gov/travel/> for information. Departments are responsible for approving

## Memorandum



**Date:** October 4, 2012

**To:** Department Directors

**From:** Jennifer Moon, Director   
Office of Management and Budget

**Subject:** Travel Number Assignments for FY 2012-13

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Attached you will find the new Travel Numbers ("T" Numbers) for FY 2012-13. As is in previous years, the Office of Management and Budget (OMB) is responsible for assigning new "T" Numbers to departments to use as authorization when procuring travel arrangements. The "T" Numbers attached are for those travel requests initiated after September 30, 2012. "T" Numbers are assigned at the beginning of each fiscal year and are always in the same format. The "T" Number contains, in order, the department code, the fiscal year, and a three-digit number unique to that individual travel.

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. Each travel liaison must develop a tracking method for their departmental "T" Numbers to ensure that these numbers are not duplicated. This method can be as simple as a manual log or as complex as a database. Whatever the method, 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 Carlos A. Gimenez, Mayor  
Robert A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Departmental Travel Liaisons  
OMB Budget Analyst Staff

jgm00413



## FY 2012-13 Travel Numbers

Department or Office	Travel Numbers Assigned ("T" Numbers)
Animal Services	AD13001- AD13999
Audit and Management Services	AU13001- AU13999
Aviation	AV13001- AV13999
Board of County Commissioners	CC13001- CC13999
Citizens Independent Transportation Trust	TT13001- TT13999
Clerk of Courts	CL13001- CL13999
Commission on Ethics	EC13001- EC13999
Community Action and Human Services	CO13001- CO13999
Community Information and Outreach	GI13001- GI13999
Corrections and Rehabilitation	CR13001- CR13999
County Attorney	AT13001- AT13999
Cultural Affairs	CU13001- CU13999
Elections	EL13001- EL13999
Finance	FN13001- FN13999
Fire Rescue	FR13001- FR13999
Homeless Trust	HT13001- HT13999
Human Rights and Fair Employment Practices	FE13001- FE13999
Information Technology	ET13001- ET13999
Inspector General	IG13001- IG13999
Internal Services	ID13001 - ID13999
Judicial Administration	JA13001- JA13999
Juvenile Services	JU13001- JU13999
Legal Aid	LA13001- LA13999
Library	LB13001- LB13999
Management and Budget	BU13001- BU13999
Medical Examiner	ME13001- ME13999
Metropolitan Planning Organization	MP13001- MP13999
Office of the Mayor	MA13001- MA13999
Parks, Recreation and Open Spaces	PR13001- PR13999
Police	PD13001- PD13999
Police - Warrants Bureau	PE13001- PE13999
Port of Miami	SP13001- SP13999
Property Appraisal	PA13001- PA13999
Public Housing and Community Development	HD13001- HD13999
Public Works and Waste Management	PW13001 - PW13999
Regulatory and Economic Resources	PE13001-PE13999
Transit	MT13001- MT13999
Vizcaya Museum and Gardens	VZ13001- VZ13999
Water and Sewer Department	WS13001- WS13999





**MIAMI-DADE COUNTY  
TRAVEL REQUEST FORM**

**Example B**

T# \_\_\_\_\_

DEPT. CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_

INDEX CODE \_\_\_\_\_

DATE \_\_\_\_\_

TRAVELER \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ PRINT NAME

DIVISION \_\_\_\_\_

DESTINATION \_\_\_\_\_

VACATION COMBINED WITH TRIP: YES ☐ NO ☐

MODE OF TRANSPORTATION \_\_\_\_\_

DATE OF TRIP: From \_\_\_\_\_ To \_\_\_\_\_

**ESTIMATED COST:**

MILEAGE EXPENSES \$ \_\_\_\_\_

AIR TRAVEL \$ \_\_\_\_\_

TAXI, AUTO RENTAL \$ \_\_\_\_\_

MEALS & INCIDENTALS \$ \_\_\_\_\_

LODGING \$ \_\_\_\_\_

CONFERENCE HOTEL: YES \_\_\_\_\_ NO \_\_\_\_\_

PER DIEM (Domestic/Foreign) \$ \_\_\_\_\_

REGISTRATION \$ \_\_\_\_\_

(ATTACH REGISTRATION FORM WITH AGENDA, AMOUNT OF FEE &  
NAME OR ORGANIZATION TO WHICH CHECK IS PAYABLE)

COMMUNICATIONS \$ \_\_\_\_\_

OTHER (tolls, gas, etc.) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

AMOUNT OF TRAVEL ADVANCE \$ \_\_\_\_\_  
(TRAVELER ASSUMES FULL RESPONSIBILITY FOR FUNDS ADVANCED)

**PURPOSE OF TRIP:** Explain how trip is necessary and useful to conduct County business.

TRAVELER  
(SIGNATURE)

DATE

DEPARTMENT DIRECTOR  
(SIGNATURE)

DATE

Print Name

Print Name

**THIS FORM MUST BE SUBMITTED TO THE FINANCE DEPARTMENT SEVEN (7) WORKING DAYS IN ADVANCE OF TRAVEL**

**Approval signature required when applicable in accordance with Administrative Order 6-1 and Miami-Dade County's Travel Policy and Procedures Manual.**

APPROVED: \_\_\_\_\_

OMB

MAYOR'S REPRESENTATIVE

MAYOR

PRINT NAME

PRINT NAME

PRINT NAME

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

For domestic and foreign per diem, meals and lodging reimbursement rates  
please go to the County's travel website at: [intra.miamidade.gov/travel/](http://intra.miamidade.gov/travel/)

## 2012 Miami-Dade County Travel Procedures

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travel, obtaining approvals from the assigned Deputy Mayor, and any other required approvals, as well as adhering to annual adopted departmental travel budgets. The assigned departmental travel liaison is responsible, as well as the traveler, for ensuring that all approved travel meets the requirements stipulated in this travel manual, as well as the County's Administrative Order 6-1.

All travel **must be** approved by the Office of the Mayor and contain the required departmental authorizations. Travel approval may also be required from the Office of Management and Budget (OMB), as determined by departmental Deputy Mayors.

### **Travel Request and Expense Forms**

The Finance Department, working in conjunction with OMB, is authorized to periodically design and modify the TRF and **Travel Expense Report (TER)** (see **Example C**), to comply with Administrative Order 6-1. These forms are updated on an as needed basis and can be ordered through the Internal Services Department (ISD) supply catalog or by calling **305-592-3015**. To order the correct TRF or TER form, please refer to the number listed at the very bottom left-hand side of the forms.

### **Travel Authorization**

#### **Employees, Consultants, and Guest Speakers**

The Department Director and/or authorized designee is responsible for authorizing travel for departmental personnel, consultants, guest speakers, as well as designating which funds are to be used to underwrite the cost of the trip. If the request for travel expenses exceeds the department's approved adopted annual travel budget, the Travel Request Form (TRF) must also be authorized by the department's budget analyst in the Office of Management and Budget (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 OMB and the department's designated Deputy Mayor.

#### **Department Directors**

All travel requests, as well as expense reports, for Department Directors must be approved by the Office of the Mayor. A Director **cannot approve** his/her own travel request or expense report.

#### **International Travel**

All foreign travel **must be** approved by the Mayor or his authorized designee.

#### **Board of County Commissioners (BCC), their staff and reporting Departments/Offices**

Elected officials or designees are responsible for approving their own travel, as well as that of their staff. Travel for departments/offices reporting to the BCC shall be approved by the authorized designee.



T#	_____
DATE	_____
INDEX CODE	_____
DIVISION	_____
DESTINATION	_____
RETURN DATE	_____

TRAVELER \_\_\_\_\_ PRINT NAME \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_  
VACATION COMBINED WITH TRIP: YES ☐ NO ☐  
DEPARTURE DATE \_\_\_\_\_

PREPAID EXPENDITURES (NON-REIMBURSABLE)		
BY COUNTY		
CREDIT CARD	CHECK	ISD (Fleet)
		N/A
		N/A
N/A	N/A	
		N/A
\$	\$	\$

TRANSPORTATION (Air Fare Only)  
REGISTRATION FEE  
ISD FLEET CAR RENTAL (est.)  
OTHER (specify)

TOTALS

	BY TRAVELER
	N/A
\$	

**MILEAGE EXPENSE** (If personal car used—include supporting documents for miles claimed)

DATE	FROM	TO	MILES
TOTAL MILES			

TOTAL MILES	@ CURRENT RATE = \$
-------------	---------------------

**TRAVELER SUBSISTENCE EXPENSES**

	Date	Date	Date	Date	Date	Date	Date	TOTAL
DAY OF WEEK (Mon., Tue., etc.)								
MM/DD/YY (ie: 9/30/06)								
ITEMS								
AIR TRAVEL *								
TAXI, AUTO RENTAL								
MEALS & INCIDENTALS								
LODGING (Receipt Attached)								
PER DIEM (Domestic/Foreign)								
REGISTRATION *								
COMMUNICATIONS								
OTHER (Specify: tolls, gas, etc.)								
TOTAL								

\* Only if traveler pre-paid and is claiming reimbursement

I certify that some meals were \_\_\_\_\_ or were not \_\_\_\_\_ included in this trip. Additionally, I have not requested reimbursement of those meals which were included. I certify that the above is a true and correct statement of travel expenses incurred while conducting County business.

Traveler	Date	Department Director and/or Mayor's Rep.	Date
Print Name		Print Name	

**ATTACH ALL RECEIPTS**

**FINANCE USE ONLY—DO NOT WRITE BELOW THIS LINE**

**(NON-REIMBURSABLE)**

(REIMBURSABLE TO TRAVELER)

TOTAL PREPAID EXPENDITURES BY COUNTY	(Sec. 1) \$	TOTAL MILEAGE CLAIMED	(Sec. 2) \$
ISD FLEET CAR RENTAL (If applicable)	(Sec. 1) \$	TOTAL TRAVELER'S SUBSISTENCE EXPENSES	(Sec. 3) \$
TOTAL PREPAID EXPENDITURES	(A) \$	TOTAL TRAVELER'S EXPENSES (Section 2 + 3)	(B) \$

LESS FUNDS ADVANCED \$( )

AMOUNT DUE (TO/FROM) TRAVELER \$

EXPENSES INCURRED ON THIS TRIP—GRAND TOTAL (A + B) \$

**\*THIS FORM MUST BE RETURNED TO THE FINANCE DEPARTMENT WITHIN FIVE (5) WORKING DAYS FOLLOWING RETURN FROM TRIP.**

# 2012 Miami-Dade County Travel Procedures

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## **Elected Officials and Individuals appointed to serve on County Boards**

For individuals appointed to serve on County Boards, his/her travel must be approved by the Chair of the committee. The minutes of the meeting approving the travel must be submitted with the TRF and must include a County authorized travel signature. .

## **Other County Entities not under the Mayor's purview**

Entities not under the Mayor's purview must have an adopted travel budget approved by the Board of County Commissioners. In addition, their travel must be approved by the director /office head and/or authorized designee.

## **Travel Authorization Signature Forms**

At the beginning of each fiscal year, department directors are required to submit a Travel Authorized Signatures form (see **Example D**) to the Finance Department. The Travel Authorized Signatures form shows those individuals granted the authority, by the Department Director, to approve all travel related documents within the department. The Accounts Payable Section of the Finance Department maintains all Travel Authorization Signature forms. All authorized signature designees must comply with the County's Travel Policy and Procedures Manual and Administrative Orders. Department Directors are held responsible for ensuring all designees and travelers keep informed and comply with all current travel policies. All travel updates are posted on the County's travel website <http://intra.miamidade.gov/travel/>.

To update, add or delete individuals authorized to approve travel during the fiscal year, on behalf of the Department Director, please visit the Finance Department's website at <http://intra.miamidade.gov/Finance/search-by-form-name.asp> or go online to the County's Travel website to the "Resource" section and click on "Forms". Once the form has been updated, the Department Director must sign and date the form and return it to the Accounts Payable Section of the Finance Department.

## **Transportation**

Travel expenses must be reimbursed, in compliance with Florida Statutes, for the amount equal to the value of the most efficient and economical means, taking into consideration travel time, season, cost of transportation, and per diem or subsistence required. Whenever practical, travel itineraries should be scheduled in a manner that does not result in unnecessary travel related expenditures. By planning arrival and departures closely to the business schedule of a trip, additional expenses such as lodging and/or food can be avoided.

## **Air Travel**

When air travel is necessary, the lowest, most economical available airfare should be procured. The use of discounted fares is encouraged unless the probability and penalties associated with cancellations or changes outweigh the savings.

The use of discounted fares, requiring an extended stay beyond scheduled official County business is allowed if there is a material cost savings to the County. Travelers wishing to arrive early or to delay a departure to/from an approved travel destination may do so if included as part of their TRF. If savings are significant, lodging and meals may be reimbursed. Travelers requesting this travel extension may be required to take personal leave for any additional time not required for official County business. The Department Director and/or authorized designee must authorize the extended leave, when

# Example D

## Miami-Dade County Travel Authorized Signatures Fiscal Year 2012-2013

Department/Agency/Division: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

DEPARTMENT DIRECTOR  
(NO SIGNATURE STAMP)

DEPARTMENT DIRECTOR NAME  
(PLEASE PRINT OR TYPE)

### Return by, Monday, September 17, 2012

**Return to:** Dania Diaz, Finance Department, 111 N.W. 1<sup>st</sup> Street - Suite 2620.

This travel authorization form lists the names of the individual(s) authorized by the department director, in addition to him/herself, to approve all travel related documents in lieu of the Director. These individuals should be classified at level of division directors or higher.

This authorization, unless changed due to employee transfers, terminations or the re-assignment of duties, will be effective for the fiscal year ending September 30, 2013.

Any changes due to transfers, terminations or re-assignments must be reported immediately to the Finance Department. If so please make a brief footnote on a copy of this form explaining the cause/reason for the change(s) and forward to our office. Only a change in department director will require the completion of a new authorization form in its **entirety**. When updating the form for any reason, please provide the effective date.

The department director and all authorized signatures must comply with Miami-Dade County's Travel Policy and Procedures Manual and travel Administrative Order 6-1.

The individual(s) listed below are officially authorized by the department director to sign Travel Requests, Travel Expense Reports and any approval memo(s) related to a specific travel for fiscal year ending September 30, 2013.

This signature form is maintained in departmental order as proof of authorization for auditing purposes in the Finance Department, Controller's Division - Accounts Payable Unit.

NAME  
TYPE OR PRINT

DEPT.  
NAME  
(PREFIX)

SIGNATURE\*  
(PLEASE USE BLUE  
INK)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\* PLEASE SIGN EXACTLY IN THE MANNER WHICH YOU WILL BE APPROVING ALL TRAVEL RELATED DOCUMENTS.



## 2012 Miami-Dade County Travel Procedures

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appropriate and consideration should be always given to time away from work responsibilities.

The traveler and/or departmental travel liaison is responsible for choosing the most economical airfare available for their particular travel itinerary. Things to consider when choosing the most economical airfare:

- Connecting flights
- Two-hour windows for departure and arrival times provided that official County business is not affected
- Alternate airports should be considered when factoring in the cost of any additional ground transportation needed to transport the traveler to the official County business site
- Special fares for individuals who are part of a group or convention (travelers are required to advise their travel liaison prior to TRF preparation/approval, should this be available)

Travelers refusing to accept the parameters stated above must appeal to their Department Director and/or authorized designee.

The traveler is responsible for the safekeeping of all travel documents and cash advances received. In the event a ticket is lost or stolen, the traveler may be held responsible for all replacement costs.

When submitting the TRF for approval, the traveler must include a copy of the traveler's various flight options (see **Example E**) to prove that the lowest, most economical airfare was requested and procured. A minimum of three (3) possible flight options must be attached to the TRF. These flight options must be dated within the same timeframe that the TRF was submitted for the Department Director's approval. The Finance Department, OMB, and any other authorized designee reserve the right to return all travel requests/travel expense forms to the department due to lack of proper documentation prior to any cash advances and/or reimbursements being processed. If the lowest, most economical airfare is not secured, a memorandum from the traveler, authorized by the Department Director and/or authorized designee, must be attached to the TRF stating why a more expensive option was chosen and why it is in the best interest of the County for the traveler to secure the higher priced fare. If the traveler is the Department Director, the authorizing memorandum needs to be approved by the Department's Deputy Mayor or authorized designee.

### **Changes to Travel Itinerary**

Changes to itineraries at the end of the trip solely for personal convenience are discouraged. Should changes occur, it must be supported by an explanatory memorandum approved by the Department Director and/or authorized designee. It is at the discretion of the Department Director, should additional charges be incurred, as to whether the traveler will be held responsible for these charges to include penalty and service fees as well as the price differential in fares.

Any other additional costs attributed to a traveler's change of their itinerary, shall be the responsibility of the traveler unless otherwise approved.

## Departure Flights


[Home](#) [Vacation Packages](#) [Hotels](#) [Cars](#) [Flights](#) [Cruises](#) [Things to Do](#) [DEALS & OFFERS](#) [Rewards](#)

## NEW FLIGHT SEARCH

Leaving from:  Nearby cities  
 Miami, FL (MIA-Miami Intl.)

Going to:  Nearby cities  
 Chicago, IL (CHI-All Airports)

Departing:  8/26/2012 Returning:  8/30/2012

[More options](#) [SEARCH](#)

Miami, FL (MIA) to Chicago, IL (CHI) Sun. Aug. 26 – Thu. Aug. 30, 1 traveler

2

Show flight summary grid

Earn frequent flyer miles and Expedia Points when you book.

See details

## 1. Choose Your Departing Flight

Prices are per person and do not include baggage fees or other fees charged directly by the airline.  
 These results cover a metro area with several airports. Please review your choices carefully.

Separate Flights

Show Roundtrip Flights

See Flight + Hotel Deals

Sort by:	Departure Time	Arrival Time	Stops	Duration	Price
<div> <div> <b>MIA 6:32am</b> → <b>ORD 8:57am</b> </div> <div> <b>Nonstop</b> 3h 25m           </div> <div>             Roundtrip from <b>\$294</b>              per person              includes taxes &amp; fees           </div> <div> <a href="#">SELECT</a> </div> </div> <p> <b>UNITED</b>              UNITED 3450 operated by /SHUTTLE AMERICA              DBA UNITED EXPRESS           </p> <p> <a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a> </p>					
<div> <div> <b>MIA 6:32am</b> → <b>ORD 8:57am</b> </div> <div> <b>Nonstop</b> 3h 25m           </div> <div>             Roundtrip from <b>\$298</b>              per person              includes taxes &amp; fees           </div> <div> <a href="#">SELECT</a> </div> </div> <p> <b>US Airways 7128</b> operated by /SHUTTLE AMERICA DBA UNITED EXPRESS           </p> <p> <a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a> </p>					
<div> <div> <b>MIA 6:30am</b> → <b>MDW 10:25am</b> </div> <div> <b>1 Stop</b> 4h 55m           </div> <div>             Roundtrip from <b>\$321</b>              per person              includes taxes &amp; fees           </div> <div> <a href="#">SELECT</a> </div> </div> <p> <b>Delta 891</b>  <b>Delta 2031</b> </p> <p> <a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a> </p>					
<div> <div> <b>MIA 7:45am</b> → <b>ORD 12:17pm</b> </div> <div> <b>1 Stop</b> 5h 32m           </div> <div>             Roundtrip from <b>\$321</b>              per person              includes taxes &amp; fees           </div> <div> <a href="#">SELECT</a> </div> </div> <p> <b>Delta 1460</b>  <b>Delta 1793</b> </p> <p> <a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a> </p>					
<div> <div> <b>MIA 6:30am</b> → <b>ORD 11:05am</b> </div> <div> <b>1 Stop</b> 5h 35m           </div> <div>             Roundtrip from <b>\$321</b>              per person              includes taxes &amp; fees           </div> <div> <a href="#">SELECT</a> </div> </div> <p> <b>Delta 891</b>  <b>Delta 812</b> </p> <p> <a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a> </p>					
<div> <div> <b>MIA 10:15am</b> → <b>ORD 2:55pm</b> </div> <div> <b>1 Stop</b> 5h 40m           </div> <div>             Roundtrip from <b>\$321</b>              per person              includes taxes &amp; fees           </div> <div> <a href="#">SELECT</a> </div> </div> <p> <b>Delta 1748</b>  <b>Delta 1612</b> </p> <p> <a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a> </p>					

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## REFINE RESULTS

Displaying all results

Flight Times [Clear](#)

Outbound to Chicago (CHI)

☐ Depart ☐ Arrive

Depart 6:30am – 9:15pm

Stops [Clear from](#)
☐ Nonstop \$294

☐ 1 Stop \$297
Airlines [Clear from](#)
☐ UNITED \$294

☐ US Airways \$298


☐ Delta \$321

☐ American Airlines \$357


The lowest prices.  
 We guarantee it.




Only 2 tickets left at this price!

Miami Chicago Atlanta  
 **MIA 9:00am** → **ORD 1:42pm** **1 Stop** **5h 42m**  
 Delta 749  
 Delta 800

Roundtrip from  
**\$321**  
 per person  
 includes taxes & fees

**SELECT**

Show Flight Details    Seat Preview    Baggage Fee Information

Miami Chicago Minneapolis  
 **MIA 7:50am** → **MDW 12:43pm** **1 Stop** **5h 53m**  
 Delta 890  
 Delta 8773

Roundtrip from  
**\$321**  
 per person  
 includes taxes & fees

**SELECT**

Show Flight Details    Seat Preview    Baggage Fee Information


Miami Chicago Minneapolis  
 **MIA 7:50am** → **ORD 1:03pm** **1 Stop** **6h 13m**  
 Delta 890  
 Delta 5985 operated by /SHUTTLE AMERICA  
 DELTA CONNECTION

Roundtrip from  
**\$321**  
 per person  
 includes taxes & fees

**SELECT**

Show Flight Details    Seat Preview    Baggage Fee Information


Only 2 tickets left at this price!

Miami Chicago  
 **MIA 6:00pm** → **ORD 8:17pm** **Nonstop** **3h 17m**  
 US Airways 7505 operated by /MESA AIRLINES  
 DBA UNITED EXPRESS

Roundtrip from  
**\$356**  
 per person  
 includes taxes & fees

**SELECT**

Show Flight Details    Seat Preview    Baggage Fee Information


Miami Chicago  
 **MIA 7:00am** → **ORD 9:05am** **Nonstop** **3h 5m**  
 American Airlines 1207

Roundtrip from  
**\$357**  
 per person  
 includes taxes & fees

**SELECT**

Show Flight Details    Seat Preview    Baggage Fee Information


Only 2 tickets left at this price!

Miami Chicago  
 **MIA 6:00pm** → **ORD 8:17pm** **Nonstop** **3h 17m**  
 UNITED 3742 operated by /MESA AIRLINES  
 DBA UNITED EXPRESS

Roundtrip from  
**\$357**  
 per person  
 includes taxes & fees

**SELECT**

Show Flight Details    Seat Preview    Baggage Fee Information

Miami Chicago Nashville  
 **MIA 3:10pm** → **ORD 7:05pm** **1 Stop** **4h 55m**  
 American Airlines 3531 operated by /AMERICAN  
 EAGLE  
 American Airlines 4254 operated by /AMERICAN  
 EAGLE

Roundtrip from  
**\$366**  
 per person  
 includes taxes & fees

**SELECT**

Show Flight Details    Seat Preview    Baggage Fee Information

Miami Chicago Charlotte  
 **MIA 4:45pm** → **ORD 9:20pm** **1 Stop** **5h 35m**  
 American Airlines 3573 operated by /AMERICAN  
 EAGLE  
 American Airlines 4211 operated by /AMERICAN  
 EAGLE

Roundtrip from  
**\$366**  
 per person  
 includes taxes & fees

**SELECT**

Show Flight Details    Seat Preview    Baggage Fee Information

Miami Chicago Atlanta  
 Roundtrip from


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## NEW FLIGHT SEARCH

Leaving from:  Nearby cities  
 Miami, FL (MIA-Miami Intl.)

Going to:  Nearby cities  
 Chicago, IL (CHI-All Airports)

Departing:  8/26/2012  
 Returning:  8/30/2012

[More options](#) [SEARCH](#)

Miami, FL (MIA) to Chicago, IL (CHI) Sun. Aug. 26 – Thu. Aug. 30, 1 traveler

## Your Departure Flight

	Departure Time	Arrival Time	Stops	Duration	
UNITED	MIA 6:32am →	ORD 8:57am	Nonstop	3h 25m	<a href="#">Change</a>
UNITED 3450 operated by /SHUTTLE AMERICA DBA UNITED EXPRESS					

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[See details](#)

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## REFINE RESULTS

Displaying all results

Flight Times [Clear](#)

Return to Miami (MIA)

☐ Depart ☐ Arrive

Depart 5:30am – 6:50pm

Stops [Clear from](#)

☐ Nonstop \$294

☐ 1 Stop \$297

Airlines [Clear from](#)

☐ UNITED \$294

☐ US Airways \$298

☐ Delta \$321

☐ American Airlines \$357



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## 2. Choose Your Return Flight

Prices are per person and do not include baggage fees or other fees charged directly by the airline. These results cover a metro area with several airports. Please review your choices carefully.

[Separate Flights](#)[Show Roundtrip Flights](#)[See Flight + Hotel Deals](#)Sort by: [Departure Time](#) [Arrival Time](#) [Stops](#) [Duration](#) [Price](#)


	Chicago	Miami				
UNITED	ORD 6:50pm →	MIA 10:56pm	Nonstop	3h 6m	Roundtrip	\$294
UNITED 3457 operated by /SHUTTLE AMERICA DBA UNITED EXPRESS						per person includes taxes & fees
<a href="#">Show Flight Details</a>			<a href="#">Seat Preview</a>	<a href="#">Baggage Fee Information</a>	<a href="#">SELECT</a>	


	Chicago	Miami	Newark			
UNITED	ORD 8:18am →	MIA 6:06pm	1 Stop	8h 48m	Roundtrip	\$297
UNITED 992 UNITED 992						per person includes taxes & fees
<a href="#">Show Flight Details</a>			<a href="#">Seat Preview</a>	<a href="#">Baggage Fee Information</a>	<a href="#">SELECT</a>	


	Chicago	Miami	Orlando			
Multiple Airlines	ORD 9:03am →	MIA 2:55pm	1 Stop	4h 52m	Roundtrip	\$365
UNITED 1185 American Airlines 975						per person includes taxes & fees
<a href="#">Show Flight Details</a>			<a href="#">Seat Preview</a>	<a href="#">Baggage Fee Information</a>	<a href="#">SELECT</a>	


	Chicago	Miami	Washington			
UNITED	ORD 1:10pm →	MIA 7:52pm	1 Stop	5h 42m	Roundtrip	\$367
UNITED 283 UNITED 3739 operated by /MESA AIRLINES DBA UNITED EXPRESS						per person includes taxes & fees
<a href="#">Show Flight Details</a>			<a href="#">Seat Preview</a>	<a href="#">Baggage Fee Information</a>	<a href="#">SELECT</a>	


	Chicago	Miami	Charlotte			
US Airways	ORD 9:25am →	MIA 3:13pm	1 Stop	4h 48m	Roundtrip	\$410
US Airways 115 US Airways 1675						per person includes taxes & fees
<a href="#">Show Flight Details</a>			<a href="#">Seat Preview</a>	<a href="#">Baggage Fee Information</a>	<a href="#">SELECT</a>	


	Chicago <b>ORD 7:45am</b> → US Airways 903 US Airways 1831	Miami <b>MIA 1:49pm</b>	Charlotte <b>1 Stop</b> 5h 4m	Roundtrip <b>\$410</b> per person includes taxes & fees
<a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a>				<b>SELECT</b>


	Chicago <b>ORD 11:55am</b> → US Airways 1167 US Airways 743	Miami <b>MIA 6:25pm</b>	Philadelphia <b>1 Stop</b> 5h 30m	Roundtrip <b>\$411</b> per person includes taxes & fees
<a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a>				<b>SELECT</b>


	Chicago <b>ORD 6:00am</b> → US Airways 957 US Airways 1151	Miami <b>MIA 12:58pm</b>	Philadelphia <b>1 Stop</b> 5h 58m	Roundtrip <b>\$411</b> per person includes taxes & fees
<a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a>				<b>SELECT</b>


	Chicago <b>ORD 12:10pm</b> → US Airways 925 US Airways 749	Miami <b>MIA 6:10pm</b>	Charlotte <b>1 Stop</b> 5h 0m	Roundtrip <b>\$440</b> per person includes taxes & fees
<a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a>				<b>SELECT</b>

	Chicago <b>ORD 5:45am</b> → US Airways 901 US Airways 1657	Miami <b>MIA 11:47am</b>	Charlotte <b>1 Stop</b> 5h 2m	Roundtrip <b>\$440</b> per person includes taxes & fees
<a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a>				<b>SELECT</b>

	Chicago <b>ORD 1:50pm</b> → US Airways 907 US Airways 1679	Miami <b>MIA 8:16pm</b>	Charlotte <b>1 Stop</b> 5h 26m	Roundtrip <b>\$440</b> per person includes taxes & fees
<a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a>				<b>SELECT</b>

	Chicago <b>ORD 1:14pm</b> → UNITED 1243 American Airlines 1701	Miami <b>MIA 7:20pm</b>	Orlando <b>1 Stop</b> 5h 6m	Roundtrip <b>\$463</b> per person includes taxes & fees
	<div>Only 3 tickets left at this price!</div>			<b>SELECT</b>
<a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a>				

	Chicago <b>ORD 9:03am</b> → US Airways 6780 operated by UNITED American Airlines 975	Miami <b>MIA 2:55pm</b>	Orlando <b>1 Stop</b> 4h 52m	Roundtrip <b>\$490</b> per person includes taxes & fees
				<b>SELECT</b>
<a href="#">Show Flight Details</a> <a href="#">Seat Preview</a> <a href="#">Baggage Fee Information</a>				

	Chicago <b>ORD 6:50pm</b> → US Airways 7127 operated by /SHUTTLE	Miami <b>MIA 10:56pm</b>	<b>Nonstop</b> 3h 6m	Roundtrip <b>\$499</b> per person includes taxes & fees
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## 2012 Miami-Dade County Travel Procedures

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### Tracking of Airline Ticket Credits

It is the traveler's responsibility to inform the departmental travel liaison of any airline ticket credits received due to unscheduled changes in the traveler's itinerary by the airline while on County business. It is the Department's responsibility to track and maintain all travel credits.

### Travel/Luggage Insurance

Travelers opting to purchase travel/luggage insurance may do so at their own personal expense. The County **does not reimburse** for either travel or luggage insurance.

### Traveling with Luggage and Materials

Travelers will be reimbursed up to one (1) checked bag per travel when traveling one (1) to four (4) days. For those travelers traveling five (5) or more days, travelers will be reimbursed for two (2) checked bags. In cases where the traveler is carrying work related materials, the cost for those checked bags will be reimbursed; however, the TRF must specify the need for additional luggage in advance. The traveler **must always** provide a copy of the checked bag receipt from the airline in order to be reimbursed for any additional luggage charges.

### Travel/Booking Agent Fees

Fees associated with the use of a travel and/or booking agent are **NOT** reimbursable expenses.

Travelers are not permitted to use travel/booking agents unless previously authorized by the Department Director and/or authorized designee, and only in extreme and unusual circumstances. Should a travel/booking agent be required, a memorandum, signed by the Department Director and/or authorized designee needs to be attached to the TRF addressing the savings realized and benefits to the County as a result.

### Travel paid for by a third party or outside organization other than Miami-Dade County (Ordinance 04-55)

For all travel paid by a third party or outside organization, a letter from that organization on the company's letterhead or an official company email stating the details related to the travel **MUST** be included with the TRF and the TER. In addition, it is the Department's responsibility to advise the Office of the Mayor of any travel being paid by an outside entity.

### Three (3) methods of processing travel paid for by a third party or outside organization

- 1) Travel paid by an outside organization PRIOR to commencement of travel – When an outside organization pays all costs upfront for the hotel, airline, conference fees, rental car, etc, a TRF must be completed and submitted to the Finance Department. This should be handled as normal County travel, abiding by all standard County travel policies and procedures. When submitting the TRF, the traveler must include all supporting documentation from the



## 2012 Miami-Dade County Travel Procedures

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organization detailing the expenditures they will pay/subsidize, along with any related reservations or prepayments made. At the end of the trip, the traveler must also complete the TER showing no cost to the County and submit it to the Finance Department with all pertinent receipts.

- 2) Travel paid by an outside organization AFTER– When a travel is paid by the County in advance and an outside organization reimburses the County for all or some of the travel costs incurred, a TRF must be completed and submitted to the Finance Department with supporting documentation from the organization detailing the expenditures to be subsidized. At the end of the trip, the traveler must also complete the TER and submit that as well to the Finance Department. The TER should detail that which was paid for by the County and that which was paid for by the outside organization. When the outside organization is reimbursing the County with a check, please have the check made payable to the Board of County Commissioners and attach that check to the traveler's TER. If the organization reimburses the employee, it is the employee's responsibility to make the County whole.

### Automobile Travel

The use of an automobile should be considered for shorter in-state trips when savings outweigh travel costs and time permits. Department Directors, and/or authorized designee should also consider the employee's time away from work when comparing the use of an automobile in lieu of air travel. Automobiles may be utilized when equipment, displays or other items are being transported as part of official County business. Due to special insurance restrictions, **no County or personal vehicle is to be used out-of-state on official County business without express written permission of the Internal Service Department (ISD) Risk Management Division.**

### Use of County Vehicle

When the traveler is opting to use a County vehicle for County business trips, the Fleet Management Division of the Internal Services Department (ISD) will determine whether a County vehicle or commercial rental vehicle is the most cost efficient form of transportation. County vehicles used for travel will be assigned by the ISD Fleet Management Downtown Motor Pool, in order to ensure that the vehicle's condition is acceptable for travel.

If a commercial credit card for fuel is needed, the traveler must take a copy of the approved TRF to ISD's Fleet Management Administrative Office, prior to the trip, to obtain a fuel credit card. Fuel card(s) must be returned to ISD's Fleet Management Division with all receipts **within two business days** upon the traveler's return to work.

### Transporting Non-County Personnel Involved in County Business

Non-County individuals may be transported in a County vehicle within the stipulated travel boundaries of Miami-Dade County if involved in County related business. The County's travel boundaries include the area of West Palm Beach to Marathon Key, Florida. If traveling outside these boundaries, prior written approval from the Director of ISD's Risk Management Division, as well as, written approval from the Department Director and/or authorized designee, explaining the reasons in a memorandum, is required and must be attached to all travel documents. Administrative Order No. 6-2: "Assignment, Operation, Acquisition, Maintenance and Disposal of County Vehicles" dictates these requirements.

## 2012 Miami-Dade County Travel Procedures

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### **Traveling outside the State on County Business with a County Vehicle and/or Personal Vehicle**

When traveling out of state on official County business via a county vehicle or personal vehicle, the traveler must first seek guidance and permission from the Risk Management Division of the Internal Service Department (ISD) as to what is required.

#### **Mileage Reimbursement on County Travel**

Employees who use a private vehicle to conduct official County business must provide proof of insurance and a valid State of Florida Driver's License to the departmental travel liaison and the Departmental Personnel Representative prior to travel, in accordance with Administrative Order No. 6-3: "Use of Private Vehicles".

Mileage reimbursement for the use of a personal vehicle during County travel will be equal to the standard federal mileage rate. As approved by the Board of County Commissioners per Resolution R-1345-03, this rate is tied to the U.S. General

Services Administration federal mileage rate. As of the date of this 2012 Travel Policy and Procedures Manual, all individuals traveling on official County business should refer directly to the U.S. General Services Administration website <http://www.gsa.gov/portal/content/100715> for the most updated mileage reimbursement rate (see **Example F**). This link can also be found on the County's travel website <http://intra.miamidade.gov/travel/mileage.asp>.

For travel where the cost of airfare is less expensive than mileage reimbursement, the traveler may still prefer the use of his/her automobile for personal reasons. In cases such as this, the Department Director and/or authorized designee must approve the traveler's additional time away from work. However, should the actual mileage reimbursement be higher than the most economical airfare, the traveler will only be reimbursed up to the airfare amount. When submitting the TRF, the traveler must also submit at least three (3) alternative airfares (see **Example E**) in addition to the standard mileage mapping (see **Example G**). If this information is not included with the traveler's TRF, the Finance Department reserves the right to return the submitted documents back to the Department for the proper paper work.

#### **Mileage Reimbursement-Procedure**

When requesting mileage reimbursement, the traveler must include with the TRF and the TER, a print out of their mileage map (see **Example G**). This is required when determining the number of miles driven from the traveler's point of departure to their point of destination. All points of departure, when driving from Miami-Dade County shall either be from the traveler's assigned place of work address or residence. When submitting the TRF, the traveler must also submit at least three (3) alternative airfares (see **Example E**) in addition, to the standard mileage mapping. Should the actual mileage reimbursement be higher than the most economical airfare, the traveler will only be reimbursed up to the airfare amount. If the traveler does not submit a copy of their mileage map, identifying the number of miles driven or three (3) alternative airfares with the TRF and TER, the Finance Department reserves the right to return the submitted documents to the Department for the proper paper work.

#### **Other Transportation Modes (Bus, Rail, Private Aircraft, etc.)**

Consideration will be given to other modes of transportation when costs and travel time suggest there are reasonable alternate modes of transportation. The County will reimburse for applicable expenses, at the current stipulated federal rate,

[Home](#) > [Policy & Regulations](#) > [Travel, Transportation, & Relocation](#) > [Travel Management](#) >

## Travel Management

[Overview](#)[Per Diem](#)[Travel Reporting](#)[Interagency Travel Mgmt  
Committee \(ITMC\)](#)[Travel Executive Steering  
Committee](#)

## FAQ

[Have a Question?](#)[POV Mileage Reimbursement  
Rates](#)[POV Mileage Rates \(Archived\)](#)[State Tax Rates & Exemption Info](#)[Airline Open Skies Agreements](#)[Travel E-mail Notification](#)[Library](#)[FTR \(Revision\) Public Meeting](#)

## Privately Owned Vehicle (POV) Mileage Reimbursement Rates

In our continuing effort to monitor fuel costs, GSA has adjusted all POV mileage reimbursement rates to be effective on April 17, 2012--the date the notice to [FTR Bulletin 12-06](#) is scheduled for publication in the Federal Register. Note: IRS and GSA do NOT necessarily have the same rate.

Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	April 17, 2012	\$1.31
If use of privately owned automobile is authorized or if no Government owned automobile is available	April 17, 2012	\$0.555
If Government-owned automobile is available	April 17, 2012	\$0.23
Motorcycle	April 17, 2012	\$0.525

\* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs). You can also use the link to [BoatSafe.com](#) (a non-government website) to assist you in converting NMs to SMs or SMs to NMs.

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's [Inter-Airport Distance](#) web site.

## QUESTIONS:

For all travel policy questions, e-mail [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov)

The shortcut to this page is [www.gsa.gov/mileage](http://www.gsa.gov/mileage).

Last Reviewed 05/15/2012

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## RELATED GSA TOPICS

[Per Diem](#)[M&IE Breakdown](#)

## GOVERNMENT LINKS

[Alaska, Hawaii, Puerto Rico, and U.S. possessions Per Diem Rates](#)  
[Foreign Per Diem Rates](#)  
[U.S. Civilian Board of Contract Appeals](#)  
[Hotel and Motel Fire Safety](#)  
[U.S. Government Car Rental Program](#)

## NONGOVERNMENT LINKS

[FedRooms](#)  
[National Association of Counties \(NACO\) Website](#)





Trip to:

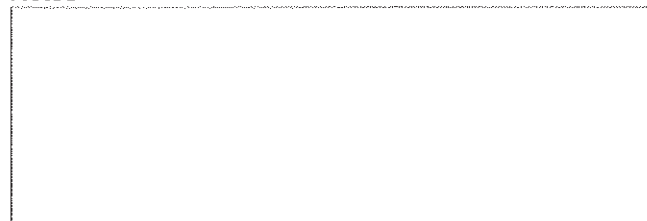
**Walt Disney World****3111 World Dr**

Orlando, FL 32830

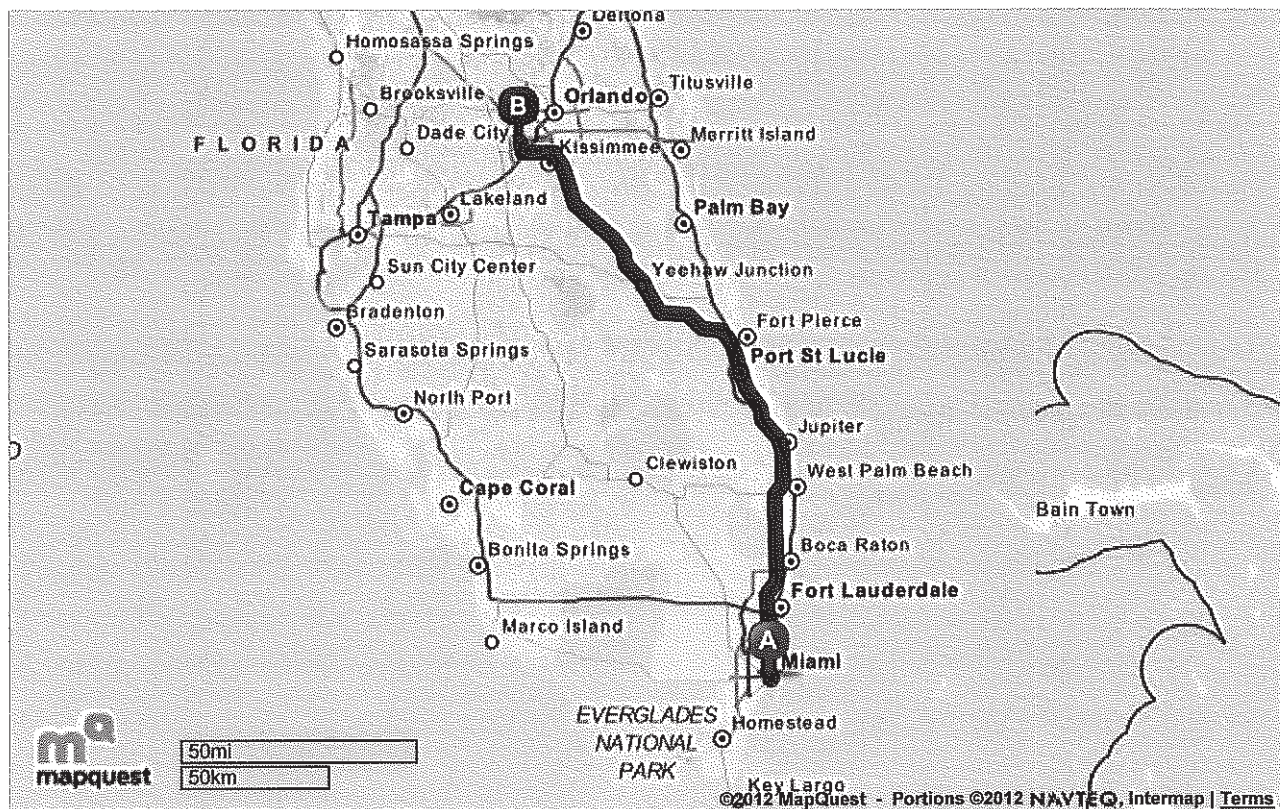
(407) 824-4321

231.19 miles / 3 hours 47 minutes

Notes

**111 NW 1st St, Miami, FL 33128-1902**1. Start out going **west** on **NW 1st St** toward **NW 2nd Ave**. [Map](#)**0.2 Mi****0.2 Mi Total**2. Turn **slight right** onto **NW 3rd Ave / Da Dorsey Blvd**. [Map](#)**0.5 Mi***NW 3rd Ave is just past NW 2nd Ave***0.6 Mi Total**3. Merge onto **I-95 N** via the ramp on the **left**. [Map](#)**0.6 Mi****1.3 Mi Total**4. Take **EXIT 4A** toward **I-195 E / Miami Beach**. [Map](#)**8.7 Mi****10.0 Mi Total**5. Keep **left** to take **Florida's Turnpike N** via **EXIT 12A** toward **SR-826 W** (Portions toll). [Map](#)**21.3 Mi****31.3 Mi Total**6. Take **Florida's Turnpike N** (Portions toll). [Map](#)**184.7 Mi****216.0 Mi Total**7. Take the **Osceola Parkway** exit, **EXIT 249**. [Map](#)**0.3 Mi****216.3 Mi Total**8. Turn **left** onto **E Osceola Pky** (Portions toll). [Map](#)**11.6 Mi***If you reach Florida's Turnpike N you've gone about 0.4 miles too far***227.8 Mi Total**9. Take the ramp toward **Disney's Hollywood Studios / Epcot / Magic Kingdom / Downtown Disney**. [Map](#)**0.5 Mi****228.3 Mi Total**10. Merge onto **World Dr**. [Map](#)**2.9 Mi****231.2 Mi Total**11. **3111 WORLD DR** is on the **right**. [Map](#)*If you reach Floridian Way you've gone about 0.2 miles too far***Walt Disney World****3111 World Dr, Orlando, FL 32830****(407) 824-4321**

Total Travel Estimate: **231.19 miles - about 3 hours 47 minutes**



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## 2012 Miami-Dade County Travel Procedures

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for mileage reimbursement according to the U.S. General Services Administrative guidelines. If a private aircraft is used, costs will only be reimbursed up to the cost of the lowest airfare quotes.

### Tolls

When requesting reimbursement for Tolls, please either include the toll receipt or a print out of the SunPass report. To calculate Florida Tolls, use the Toll calculator <https://www.sunpass.com/tollCalculator>.

### Lodging

Administrative Order 6-1 "Travel on County Business" requires the cost of lodging expenses to be kept to an absolute minimum. As of the date of this 2012 Travel Policy and Procedures Manual, all lodging (both domestic and foreign) and meal reimbursement rates will correspond directly to the published rates provided on the U.S. General Services Administration website. The U.S. General Services Administration listing of domestic and the U.S. Department of State foreign maximum allowable lodging rates can be found at <http://www.gsa.gov/portal/category/21287> (domestic) (see **Example H**) and [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) (foreign) (see **Example I**). This link can also be found on the County's travel website <http://intra.miamidade.gov/travel/lodging.asp>.

For example, if the traveler is traveling to Austin, Texas in September 2012, the maximum allowable lodging rate is \$108.00 (excluding taxes) and the maximum allowable meal reimbursement rate is \$71.00. (see **Example J**).

When attending conferences/educational trainings where a hotel or group of hotels have been designated by the conference committee as "conference hotels", the daily maximum allowable lodging rate may be exceeded, if the traveler is staying in one of these designated hotels. When submitting the TRF, proof of such designation must be attached. This can be in the form of an agenda, copy of the registration, flyer etc. If this information is not included with the traveler's TRF, the Finance Department reserves the right to return the submitted documents to the Department for the proper paperwork.

When preparing for travel, it is important that all travelers inform the departmental travel liaison of any conference rates or other reduced rates, to include but not limited to senior citizen discounts, membership discounts, conference discounts, etc. In addition, the traveler and/or departmental travel liaison should always check the hotels for government rates, as well. It is important to note, that the traveler may need to present proper County identification on demand to receive the government-discounted rates when applicable at the prevailing hotel.

When securing a room for the traveler, reservations will be made and confirmed with the traveler's personal credit card. Any no-show charges are strictly the responsibility of the traveler unless approved in advance by the Department Director and/or authorized designee. Should the Department Director and/or authorized designee approve such charges or any other fees related to lodging, excluding taxes, a memorandum signed by the Department Director and/or authorized designee needs to be attached to the traveler's TER stating why it is in the best interest of the County to pay for such charges. If this information is not included with the traveler's TER, the Finance Department reserves the right to return the submitted documents to the Department for the proper paper work.

Lodging expense reimbursement will not be provided for travel within the immediate vicinity of Miami-Dade County, generally defined as the area including and between West Palm Beach and Marathon Key. Any exceptions must have the prior approval of the Department Director and designated Deputy Mayor. All approvals must be in writing and attached to the TRF and TER. **If a group of ten or more travelers are going to the same location and no special rate is available, the departmental travel liaison must be notified so he/she can attempt to negotiate a group rate.**





U.S. General Services Administration

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## Per Diem

## Overview

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FAQ

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M&amp;IE Breakdown

Factors Influencing Lodging Rates

Fire Safe Hotels

Per Diem Rates

## Per Diem Rates

Rates are set by fiscal year, effective October 1. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map. Find previous rates by selecting year in the pulldown and clicking on the map.

## SEARCH BY CITY, STATE OR ZIP CODE (current fiscal year)

Enter your city

Enter your ZIP Code

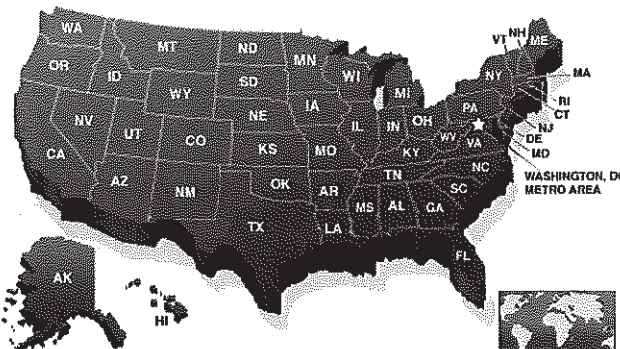
OR

FIND PER DIEM RATES

Select a State

## SEARCH BY STATE

Find Rates for: Fiscal Year 2012 (Current Year)



The Department of Defense sets rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates.) [Visit DoD Site >](#)

The State Department sets Foreign rates. [Visit State Dept Site >](#)



## TAX QUESTIONS?

Have a question about per diem and your taxes? Please contact the Internal Revenue Service at 800-829-1040 or visit [www.irs.gov](http://www.irs.gov). GSA cannot answer tax-related questions or provide tax advice.



## STATE TAX EXEMPT FORMS

Need a state tax exemption form? Per OMB Circular A-123, federal travelers "...must provide a tax exemption certificate to lodging vendors, when applicable, to exclude state and local taxes from their hotel bills." GSA's SmartPay team maintains the most current state tax information, including any applicable forms.

## NEWS

The FY 2013 per diem updates will be published by September 1, 2012.

You can select previous fiscal years from the drop down box above the map of the United States, then click directly on the state you need to see prior year rates. The search box above the map returns results only for the current fiscal year.

## QUESTIONS:

For all travel policy questions, e-mail [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov)

The shortcut for this page is [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

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### Foreign Per Diem Rates by Location

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

**Country:**

You may use the input field below to enter all or part of a post name. The percent sign "%" serves as a wildcard character. Clicking "Go" will display a list of posts matching the name entered with links to the Per Diem data.

**Post:**



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## FY 2012 Per Diem Rates for Texas

(October 2011 - September 2012)

SEARCH BY CITY, STATE OR ZIP CODE		
Enter your city	OR	Enter your ZIP Code
<input type="text"/>		<input type="text"/>
		<b>FIND PER DIEM RATES</b>
<input type="text" value="Texas"/>		<a href="#">Per Diem Map &gt;</a>

### ADDITIONAL PER DIEM TOPICS

[Meals & Incidental Expenses Breakdown \(M&IE\)](#)  
[FAQs](#)  
[State Tax Exemption Forms](#)  
[Factors Influencing Lodging Rates](#)  
[FY 2012 Per Diem Highlights](#)  
[Fire Safe Hotels](#)  
[Have a Per diem Question?](#)  
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Cities not appearing below may be located within a county for which rates are listed.  
 To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

You searched for: **Texas**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2011 Oct	Nov	Dec	2012 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
Arlington / Fort Worth / Grapevine	Tarrant County and City of Grapevine	139	139	139	139	139	139	139	139	139	139	139	139	56
Austin	Travis	108	108	108	108	108	108	108	108	108	108	108	108	71
Beaumont	Jefferson	79	79	79	79	79	79	79	79	79	79	79	79	51
College Station	Brazos	93	93	93	93	93	93	93	93	93	93	93	93	56
Corpus Christi	Nueces	88	88	88	88	88	88	88	88	88	88	88	88	51
Dallas	Dallas County	113	113	113	113	113	113	113	113	113	113	113	113	71
El Paso	El Paso	88	88	88	88	88	88	88	88	88	88	88	88	51
Galveston	Galveston	82	82	82	82	82	82	82	82	82	100	100	82	56
Greenville	Hunt County	86	86	86	86	86	86	86	86	86	86	86	86	51
Houston (L.B. Johnson Space Center)	Montgomery, Fort Bend and Harris	109	109	109	109	109	109	109	109	109	109	109	109	71
Laredo	Webb	82	82	82	82	82	82	82	82	82	82	82	82	56
McAllen	Hidalgo	84	84	84	84	84	84	84	84	84	84	84	84	56
Midland	Midland	95	95	95	95	95	95	95	95	95	95	95	95	51
Plano	Collin	99	99	99	99	99	99	99	99	99	99	99	99	61
Round Rock	Williamson	88	88	88	88	88	88	88	88	88	88	88	88	51
San Antonio	Bexar	106	106	106	106	106	106	106	106	106	106	106	106	66
South Padre Island	Cameron	86	86	86	86	86	86	86	86	86	106	106	86	56
Waco	McLennan	82	82	82	82	82	82	82	82	82	82	82	82	51

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.

\*\* Meals and Incidental Expenses, see Breakdown of M&amp;IE Expenses for important information on first and last days of travel.

### CONTACTS

Additional Contacts for

### NEED MORE INFORMATION?

### RELATED TOPICS

[Travel Resources](#)  
[E-Gov Travel](#)

# 2012 Miami-Dade County Travel Procedures

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## Car Rental

Rental cars should be utilized when the cost is less than that of a local taxi. Generally, rental vehicles should not be used on travel that is two (2) days or less.

When using an automobile, the traveler must take into account parking fees and state those estimated expenses on the TRF. Should the traveler incur parking fees, a receipt for those charges as well as for gasoline must be submitted with the TER.

Rental cars are not to be used if official County business is to take place at the same location as the lodging accommodation chosen by the traveler or within a reasonable walking distance. Inquiries should always be made as to any special transportation services provided by conferences and/or hotels to and from the airport and meeting or conference location to avoid unnecessary expenses.

If the rental of a vehicle with relevant parking costs is determined to be the most cost effective mode of ground transportation, the most economical car available is to be rented. Mid-size or larger vehicles should only be rented when three (3) or more travelers are sharing a vehicle.

The traveler **must always purchase the collision damage waiver insurance** offered by car rental agencies. **Personal coverage is not adequate** when on official County business. The Traveler is encouraged to consider the most economical refueling option when renting a car.

Costs for any special services or equipment requested by the employee, for example the rental of a GPS, will not be reimbursed unless directly related to official County business and a memorandum approved by the Department Director and/or authorized designee must be submitted with the TER.

If rental car is not equipped with a SUNPASS transponder and the traveler decides to use their personal transponder, they must submit a SUNPASS statement with their TER.

If the rental car is equipped with a SUNPASS transponder and toll charges are incurred, a statement from the rental car company listing such charges must be submitted with the TER. If rental car company does not provide such itemized statement, then the traveler may submit a copy of their personal credit card statement showing the toll charges for specific travel.

## Meal Reimbursements

As of the date of this 2012 Travel Policy and Procedures Manual, all lodging and meal reimbursement rates (both domestic and foreign) will correspond directly to 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 <http://www.gsa.gov/portal/category/21287> (domestic) (see **Example K** and **L**). and [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) (foreign) (see **Example M** and **N**). This link can also be found on the County's travel website <http://intra.miamidade.gov/travel/meals.asp>.





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## Overview

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## Per Diem Rates

Rates are set by fiscal year, effective October 1. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map. Find previous rates by selecting year in the pulldown and clicking on the map.

## SEARCH BY CITY, STATE OR ZIP CODE (current fiscal year)

Enter your city

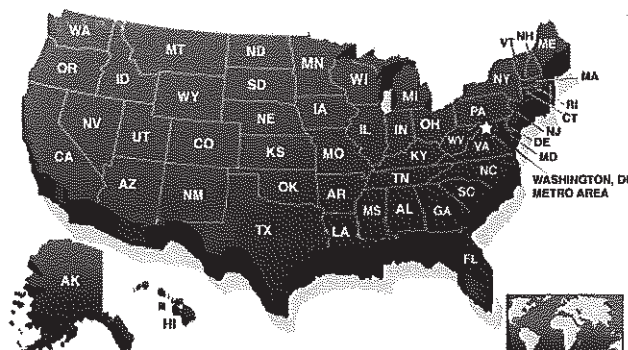
Enter your ZIP Code

OR

Select a State

FIND PER DIEM RATES

## SEARCH BY STATE

Find Rates for: **Fiscal Year 2012 (Current Year)**

The Department of Defense sets rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates.) [Visit DoD Site >](#)

The State Department sets Foreign rates. [Visit State Dept Site >](#)



## TAX QUESTIONS?

Have a question about per diem and your taxes? Please contact the Internal Revenue Service at 800-829-1040 or visit [www.irs.gov](http://www.irs.gov). GSA cannot answer tax-related questions or provide tax advice.



## STATE TAX EXEMPT FORMS

Need a state tax exemption form? Per OMB Circular A-123, federal travelers "...must provide a tax exemption certificate to lodging vendors, when applicable, to exclude state and local taxes from their hotel bills." GSA's SmartPay team maintains the most current state tax information, including any applicable forms.

## NEWS

The FY 2013 per diem updates will be published by September 1, 2012.

You can select previous fiscal years from the drop down box above the map of the United States, then click directly on the state you need to see prior year rates. The search box above the map returns results only for the current fiscal year.

## QUESTIONS:

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The shortcut for this page is [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

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[FedRooms®](#)  
[E-Gov Travel Service 2 \(ETS2\)](#)

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## FY 2012 Per Diem Rates for Louisiana

(October 2011 - September 2012)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city  OR Enter your ZIP Code

[Per Diem Map >](#)

### ADDITIONAL PER DIEM TOPICS

Meals &amp; Incidental Expenses Breakdown (M&amp;IE)

## FAQs

## State Tax Exemption Forms

### Factors Influencing Lodging Rates

### FY 2012 Per Diem Highlights

## Fire Safe Hotels

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Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](http://www.naco.org) (a non-federal website).

You searched for: **Louisiana**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2011			2012									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	80	80	80	80	80	80	80	80	80	80	80	80	61
Baton Rouge	East Baton Rouge Parish	93	93	93	93	93	93	93	93	93	93	93	93	56
Covington / Slidell	St. Tammany Parish	89	89	89	89	89	89	89	89	89	89	89	89	56
Lafayette	Lafayette Consolidated Government	85	85	85	85	85	85	85	85	85	85	85	85	56
New Orleans	Orleans, St. Bernard, Jefferson and Plaquemine Parishes	135	135	135	135	135	135	135	135	135	135	101	101	71

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.

\*\* Meals and Incidental Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.

## CONTACTS

### Additional Contacts for

## Travel Management Policy

**NEED MORE INFORMATION?**

Rates for Alaska, Hawaii, U.S.  
Territories and Possessions (set by  
DoD)

Rates in Foreign Countries (Set by State Dept.)  
Federal Travel Regulations (FTR)

## RELATED TOPICS

Travel Resources  
E-Gov Travel  
FedRooms  
POV Mileage Reimbursement Rates

*Last Reviewed 08/09/2012*



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### Foreign Per Diem Rates by Location

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country:

You may use the input field below to enter all or part of a post name. The percent sign "%" serves as a wildcard character. Clicking "Go" will display a list of posts matching the name entered with links to the Per Diem data.

Post:



### Foreign Per Diem Rates In U.S. Dollars

**Country: EGYPT**  
**Publication Date: 08/01/2012**

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
EGYPT	Alexandria	01/01	12/31	160	70	230	<a href="#">View</a>	01/01/2012
EGYPT	Aswan	01/01	12/31	112	54	166	<a href="#">View</a>	10/01/1996
EGYPT	Cairo	01/01	12/31	175	92	267	<a href="#">View</a>	02/01/2009
EGYPT	Hurghada	01/01	12/31	87	52	139	<a href="#">View</a>	10/01/1996
EGYPT	Luxor	01/01	12/31	150	79	229	<a href="#">View</a>	01/01/2012
EGYPT	Other	01/01	12/31	130	56	186	<a href="#">View</a>	11/01/2011
EGYPT	Sharm el Sheikh	01/01	12/31	140	87	227	<a href="#">View</a>	05/01/2008

## 2012 Miami-Dade County Travel Procedures

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For example, if the traveler is traveling in September to Baton Rouge, Louisiana, the maximum allowable daily meal reimbursement rate is \$56.00 US dollars (see **Example L**).

However, if the traveler is traveling abroad to Luxor, Egypt, the maximum allowable daily meal reimbursement rate is \$79.00 US dollars (see **Example N**).

Should the traveler have meals included as part of their trip whether traveling domestically or abroad, these meals should be deducted from their maximum allowable meal reimbursement rate. For information on the breakdown of domestic meal reimbursement rates please refer to the U.S. General Services Administration website <http://www.gsa.gov/portal/content/101518> (see **Example O**) and for the breakdown of the foreign meal reimbursement rate please refer to the U.S. Department of State's website [http://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=114&menu_id=81) (see **Example P**). This information can also be found on the County's travel website <http://intra.miamidade.gov/travel/meals.asp>. When calculating the meal reimbursement for the first and last day of travel for domestic travel, please refer the U.S. General Services Administration website <http://www.gsa.gov/portal/content/101518> (see **Example O**).

For example, if the traveler is traveling for three (3) days in September to Baton Rouge, Louisiana, the maximum allowable daily meal reimbursement rate per day is \$56.00 dollars (see **Example L**) however, for the first and last day of travel that value is \$42.00 dollars (see **Example O**). To calculate the true value of the traveler's meal reimbursement rate for their three (3) days of travel add \$42.00 (for the first day), plus \$56.00 (for the second day), and then \$42.00 for the last day of travel, for a total of \$140.00 for all three (3) days.

In addition, it is important to note that, meal allowances will not be provided for travel within the immediate vicinity of Miami-Dade County, which is generally defined as the area including and between West Palm Beach and Marathon Key. Any exception must have prior written approval from the Department Director and the Office of the Mayor.

### Conferences

#### **Conference Lodging**

When attending conferences/educational trainings where a hotel or group of hotels have been designated by the conference committee as "conference hotels", the daily maximum allowable lodging rate may be exceeded if the traveler is staying in one of these designated hotels. When submitting the TRF, proof of such designation must be attached, this can be in the form of an agenda, copy of the registration, flyer, etc. If this information is not included with the traveler's TRF, the Finance Department reserves the right to return the submitted documents to the Department for the proper paper work.

#### **Conference Meals**

Should the traveler have meals included as part of the trip whether traveling domestically or abroad, these meals should be deducted from their maximum allowable daily meal reimbursement rate. Information on the breakdown of domestic meal reimbursement rates please refer to the U.S. General Services Administration website <http://www.gsa.gov/portal/category/21287> (see **Example O**) and for the breakdown of the foreign meal reimbursement rates please refer to the U.S. Department of State's website [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) (see **Example P**).

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## Meals and Incidental Expenses ( M&IE) Breakdown

The following table is provided for federal employees who need to deduct provided meals from their daily meals and incidental expense (M&IE) allowance. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers), as well as the amount federal employees receive for the first and last calendar day or travel. The first and last calendar day of travel is calculated at 75 percent.

M&IE Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/ Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

The shortcut to this page is [www.gsa.gov/mie](http://www.gsa.gov/mie).

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[FedRooms®](#)

[Travel E-mail Notification](#)

[POV Mileage Reimbursement Rates](#)

### QUESTIONS:

For all travel policy questions, e-mail [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov).

### GOVERNMENT LINKS

[Fire Safety Information](#)



## Appendix B

## Chapter 301-Federal Travel Regulation

## Allocation of M&amp;IE Rates to Be Used in Making Deductions from the M&amp;IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
\$8	1	2	3	2
\$9	1	2	4	2
\$10	2	2	4	2
\$11	2	3	4	2
\$12	2	3	5	2
\$13	2	3	5	3
\$14	2	4	5	3
\$15	2	4	6	3
\$16	2	4	7	3
\$17	3	4	7	3
\$18	3	5	7	3
\$19	3	5	8	3
\$20	3	5	8	4
\$21	3	5	9	4
\$22	3	6	9	4
\$23	3	6	9	5
\$24	4	6	9	5
\$25	4	6	10	5
\$26	4	7	11	5
\$27	4	7	11	5

<b>Office of Allowances</b>
• Organization Chart
<b>Per Diem Rates</b>
• Foreign Per Diem Rates
• Other Per Diem Rates
<b>Allowance Rates</b>
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• Allowances By Location
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• Biweekly Updates
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• Summary of Allowances
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• Reports



\$28	4	7	11	6
\$29	4	7	12	6
\$30	5	7	12	6
\$31	5	8	12	6
\$32	5	8	13	6
\$33	5	8	13	7
\$34	5	9	13	7
\$35	5	9	14	7
\$36	5	9	15	7
\$37	6	9	15	7
\$38	6	10	15	7
\$39	6	10	16	7
\$40	6	10	16	8
\$41	6	10	17	8
\$42	6	11	17	8
\$43	6	11	17	9
\$44	7	11	17	9
\$45	7	11	18	9
\$46	7	12	18	9
\$47	7	12	19	9
\$48	7	12	19	10
\$49	7	12	20	10
\$50	8	12	20	10
\$51	8	13	20	10
\$52	8	13	21	10
\$53	8	13	21	11
\$54	8	14	21	11
\$55	8	14	22	11
\$56	8	14	23	11
\$57	9	14	23	11
\$58	9	15	23	11
\$59	9	15	24	11
\$60	9	15	24	12
\$61	9	15	25	12

\$62	9	16	25	12
\$63	9	16	25	13
\$64	10	16	25	13
\$65	10	16	26	13
\$66	10	17	26	13
\$67	10	17	27	13
\$68	10	17	27	14
\$69	10	17	28	14
\$70	11	17	28	14
\$71	11	18	28	14
\$72	11	18	29	14
\$73	11	18	29	15
\$74	11	19	29	15
\$75	11	19	30	15
\$76	11	19	31	15
\$77	12	19	31	15
\$78	12	20	31	15
\$79	12	20	32	15
\$80	12	20	32	16
\$81	12	20	33	16
\$82	12	21	33	16
\$83	12	21	33	17
\$84	13	21	33	17
\$85	13	21	34	17
\$86	13	22	34	17
\$87	13	22	35	17
\$88	13	22	35	18
\$89	13	22	36	18
\$90	14	22	36	18
\$91	14	23	36	18
\$92	14	23	37	18
\$93	14	23	37	19
\$94	14	24	37	19
\$95	14	24	38	19

\$96	14	24	39	19
\$97	15	24	39	19
\$98	15	25	39	19
\$99	15	25	40	19
\$100	15	25	40	20
\$101	15	25	41	20
\$102	15	26	41	20
\$103	15	26	41	21
\$104	16	26	41	21
\$105	16	26	42	21
\$106	16	27	42	21
\$107	16	27	43	21
\$108	16	27	43	22
\$109	16	27	44	22
\$110	17	27	44	22
\$111	17	28	44	22
\$112	17	28	45	22
\$113	17	28	45	23
\$114	17	29	45	23
\$115	17	29	46	23
\$116	17	29	47	23
\$117	18	29	47	23
\$118	18	30	47	23
\$119	18	30	48	23
\$120	18	30	48	24
\$121	18	30	49	24
\$122	18	31	49	24
\$123	18	31	49	25
\$124	19	31	49	25
\$125	19	31	50	25
\$126	19	32	50	25
\$127	19	32	51	25
\$128	19	32	51	26
\$129	19	32	52	26
\$130				

	20	32	52	26
\$131	20	33	52	26
\$132	20	33	53	26
\$133	20	33	53	27
\$134	20	34	53	27
\$135	20	34	54	27
\$136	20	34	55	27
\$137	21	34	55	27
\$138	21	35	55	27
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\$142	21	36	57	28
\$143	21	36	57	29
\$144	22	36	57	29
\$145	22	36	58	29
\$146	22	37	58	29
\$147	22	37	59	29
\$148	22	37	59	30
\$149	22	37	60	30
\$150	23	37	60	30
\$151	23	38	60	30
\$152	23	38	61	30
\$153	23	38	61	31
\$154	23	39	61	31
\$155	23	39	62	31
\$156	23	39	63	31
\$157	24	39	63	31
\$158	24	40	63	31
\$159	24	40	64	31
\$160	24	40	64	32
\$161	24	40	65	32
\$162	24	41	65	32
\$163	24	41	65	33
\$164				

	25	41	65	33
\$165	25	41	66	33
\$166	25	42	66	33
\$167	25	42	67	33
\$168	25	42	67	34
\$169	25	42	68	34
\$170	26	42	68	34
\$171	26	43	68	34
\$172	26	43	69	34
\$173	26	43	69	35
\$174	26	44	69	35
\$175	26	44	70	35
\$176	26	44	71	35
\$177	27	44	71	35
\$178	27	45	71	35
\$179	27	45	72	35
\$180	27	45	72	36
\$181	27	45	73	36
\$182	27	46	73	36
\$183	27	46	73	37
\$184	28	46	73	37
\$185	28	46	74	37
\$186	28	47	74	37
\$187	28	47	75	37
\$188	28	47	75	38
\$189	28	47	76	38
\$190	29	47	76	38
\$191	29	48	76	38
\$192	29	48	77	38
\$193	29	48	77	39
\$194	29	49	77	39
\$195	29	49	78	39
\$196	29	49	79	39
\$197	30	49	79	39
\$198				



	30	50	79	39
\$199	30	50	80	39
\$200	30	50	80	40
\$201	30	50	81	40
\$202	30	51	81	40
\$203	30	51	81	41
\$204	31	51	81	41
\$205	31	51	82	41
\$206	31	52	82	42
\$207	31	52	83	41
\$208	31	52	83	42
\$209	31	52	84	42
\$210	32	52	84	42
\$211	32	53	84	42
\$212	32	53	85	42
\$213	32	53	85	43
\$214	32	54	85	43
\$215	32	54	86	43
\$216	32	54	87	43
\$217	33	54	87	43
\$218	33	55	87	43
\$219	33	55	88	43
\$220	33	55	88	44
\$221	33	55	89	44
\$222	33	56	89	44
\$223	33	56	89	45
\$224	34	56	89	45
\$225	34	56	90	45
\$226	34	57	90	45
\$227	34	57	91	45
\$228	34	57	91	46
\$229	34	57	92	46
\$230	35	57	92	46
\$231	35	58	92	46
\$232				

	35	58	93	46
\$233	35	58	93	47
\$234	35	59	93	47
\$235	35	59	94	47
\$236	35	59	95	47
\$237	36	59	95	47
\$238	36	60	95	47
\$239	36	60	96	47
\$240	36	60	96	48
\$241	36	60	97	48
\$242	36	61	97	48
\$243	36	61	97	49
\$244	37	61	97	49
\$245	37	61	98	49
\$246	37	62	98	49
\$247	37	62	99	49
\$248	37	62	99	50
\$249	37	62	100	50
\$250	38	62	100	50
\$251	38	63	100	50
\$252	38	63	101	50
\$253	38	63	101	51
\$254	38	64	101	51
\$255	38	64	102	51
\$256	38	64	103	51
\$257	39	64	103	51
\$258	39	65	103	51
\$259	39	65	104	51
\$260	39	65	104	52
\$261	39	65	105	52
\$262	39	66	105	52
\$263	39	66	105	53
\$264	40	66	105	53
\$265	40	66	106	53

## 2012 Miami-Dade County Travel Procedures

For example, if the traveler is traveling in September to Baton Rouge, Louisiana, the maximum allowable daily meal reimbursement rate is \$56.00 dollars per day (see **Example L**). However, included as part of the conference fee, a lunch is provided – according to **Example O** (see sample chart below), the lunch value is \$13 for a \$56 maximum allowable daily meal reimbursement rate. The traveler and/or travel planner would need to deduct \$13 from the maximum allowable rate of \$56 for that day thus, making maximum allowable daily meal reimbursement rate for that day \$43 dollars (\$56 - \$13 = \$43)

M & IE	\$56
Continental Breakfast/Breakfast	\$9
Lunch	\$13
Dinner	\$29
Incidentals	\$5
First and Last Day of Travel	\$42

In addition, it is important to note that meal allowances will not be provided for travel within the immediate vicinity of Miami-Dade County, which is generally defined as the area including and between West Palm Beach and Marathon Key. Any exception must have prior written approval from the Department Director and the Office of the Mayor.

### Conference Activities

The County **does not pay** for extracurricular breakfasts, lunches, dinners and/or activities not included as part of the standard meetings, conferences or educational training packages. If a traveler wishes to attend such events, he/she can do so at their own expense.

However, if a Department Director feels that it is in the best interest of the County that the traveler attends such events, a memorandum signed by the Department Director and/or authorized designee stating the reasons for the exception, **must be included** with the traveler's TRF.

### Other Reimbursable Expenses

The following are examples of expenses considered for reimbursement:

- ✓ **Taxi/Shuttle** – Taxi/shuttle expenses are reimbursable when used for official County business to and from business related activities. Receipts must be obtained from the taxi/shuttle operator and presented in the traveler's TER in order to receive a reimbursement for these expenses. Shuttle services are encouraged since costs are typically lower for this service. Local taxi/shuttle expenses will only be reimbursed in lieu of parking at the Miami International Airport or Hollywood/ Ft. Lauderdale International Airport.
- ✓ **Parking charges** – Parking charges associated with an approved rental vehicle, County vehicle, or personal vehicle is reimbursable while on official County business provided that a receipt is presented with the traveler's TER. This includes hotel parking, airport parking, garage parking or any other parking associate with official County business.

## 2012 Miami-Dade County Travel Procedures

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- ✓ **Tolls** - Tolls paid while conducting official County business will be reimbursed. Receipts must be obtained for reimbursement. If using a SunPass, a copy of the SunPass report must be provided with your TER. This information can be obtained from the SunPass website. <https://www.sunpass.com/index>
- ✓ **Telephone calls/faxes** - Telephone calls/faxes for County-related business is reimbursable. One personal phone call of reasonable duration per day will be reimbursed. Receipts such as a hotel bill, the traveler's personal phone bill or others, must be submitted for reimbursement.
- ✓ **Currency conversions** - Currency conversion charges on international travel is also a reimbursable expense.
- ✓ **Registration fees** - Registration fees for conferences or courses are paid directly by the Finance Department to the vendor when the registration paperwork is submitted along with the traveler's TRF. If sufficient time (seven (7) working days prior to travel) is not allowed for a check to be issued and mailed prior to the conference, the traveler has two options: 1) have a check issued payable to the vendor and hand delivered at the conference by the traveler or 2) the traveler can opt to pay in advance and be reimbursed when submitting the TER with proof of payment.
- ✓ **Luggage fees** - The County will reimburse the traveler for the cost of one (1) checked bag (with receipt) for passengers staying four (4) days or less. For travelers staying five (5) days or more, the County will reimburse the traveler the cost of two (2) checked luggage (with receipt). In some cases, airlines allow the passenger one (1) free piece of checked luggage, and any additional pieces are accepted for a price determined by the airline. In instances where the traveler is staying five (5) days or more and/or carrying additional work-related materials, a receipt verifying the cost of the additional luggage/materials **must be** submitted along with an approval memorandum explaining the need, with the traveler's TER for the traveler to be reimbursed.

### **Travel Expenditures not Reimbursed by the County**

The following is a list of some travel expenditures **NOT** reimbursed by the County:

- ✓ First/Business class fares unless previously approved with accompanying explanatory memorandum signed by the Department Director and/or authorized designee and Deputy Mayor
- ✓ Airline clubs
- ✓ Airline upgrades
- ✓ Seat upgrades and/or seat reservations
- ✓ Alcohol
- ✓ Any additional expenses as a result of traveling with spouse/guest
- ✓ Luggage wrapping
- ✓ Books, magazines, newspapers for personal use
- ✓ Childcare, babysitting, house-sitting, pet-sitting/kennel charges (if not work related)
- ✓ Curbside check-ins when a fee is required
- ✓ Excess charges incurred based on personal preference rather than County policy
- ✓ Expenses for the repairs/damages of privately owned vehicles
- ✓ Expenses related to damages to uninsured rental cars
- ✓ Traffic or parking tickets or fines
- ✓ Gifts/Flowers
- ✓ Haircuts and personal grooming
- ✓ Shoeshine services
- ✓ Insurance coverage for privately owned vehicles

## **2012 Miami-Dade County Travel Procedures**

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- ✓ Laundry/dry cleaning (An exception may be made for extended domestic/foreign travel with receipts and authorized memorandum from Department Director and/or authorized designee)
- ✓ Lost or stolen items
- ✓ Mileage reimbursement to travelers for use of personal vehicle when employee is issued a County vehicle
- ✓ Online charges for Internet access are not reimbursable unless previously approved by the Department Director and/or authorized designee
- ✓ Passport charges, vaccinations, and visas, when not required as a specific and necessary condition of the travel
- ✓ Personal entertainment and/or tours including in-flight/hotel pay-per-view movies, headsets, health club facilities, and/or social activities
- ✓ Personal travel insurance
- ✓ Porter charges
- ✓ Tips
- ✓ Travel mileage rate reimbursement expenses in a personal vehicle to the airport from home and vice versa
- ✓ Valet parking

### **Domestic Per Diem Rates**

This is an option, when the traveler opts to forgo a hotel stay and prefers staying with family or friends. As an alternative to payment for actual expenses, the traveler can receive a \$50 per day allowance to cover meals and lodging during domestic travel to include first and last day of travel. No receipts are required for this type of reimbursement. Should the traveler opt for this type of per diem, it should be noted on the TRF.

### **Multiple Travelers**

If multiple travelers are attending the same meeting, conference or educational training, all travel requests should be processed at the same time through the departmental travel liaison. If this is not possible, please note on the TRF that other requests are forthcoming. Multiple travel requests to the same meeting, conference or educational training, should be coordinated by the departmental travel liaison to maximize savings.

### **Personal Travel combined with County Business**

#### **Documentation**

When a traveler wishes to combine County business with personal travel, it is important that it be noted on the traveler's Travel Request Form (TRF). In addition, a memorandum signed by the traveler's Department Director and/or authorized designee requesting authorization to do so, must also be attached.

#### **Airfare – When combined with personal travel**

If the traveler is traveling earlier or departing later as a result of combining County business with personal travel, then two sample round trip air fares must be included as part of the travel request package. The samples submitted must show: (1) the cost of the entire airfare including both business and personal travel tied together and (2) just the individual business airfare piece on its own (see **Example E**). This is necessary to determine and disclose any additional costs that may be



## 2012 Miami-Dade County Travel Procedures

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incurred, as a result of the personal travel. Should the cost of the ticket be greater, as a result of the traveler combining personal with business, it is the responsibility of the traveler to pay the County for the difference in airfare costs.

When preparing the travel request package for submission, it is important that in the authorization memorandum, a statement is included noting that the traveler will be responsible for paying the difference in airfare, should it be necessary and when the personal travel begins.

### **International Travel**

All international travel must be approved by the Department Director and the Office of the Mayor and/or authorized designee.

Administrative Order 6-1 "Travel on County Business" requires the cost of lodging expenses to be kept at an absolute minimum. As of the date of this 2012 Travel Policy and Procedures Manual, all lodging (both domestic and foreign) and meal reimbursement rates will correspond directly to the published rates provided on the U.S. General Services Administration website and the U.S. Department of State Bureau of Administration's website. The U.S. Department of State Bureau of Administration's listing of international maximum allowable lodging rates can be found at [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) (foreign) (see **Example M** and **N**). This link can also be found on the County's travel website <http://intra.miamidade.gov/travel/lodging.asp>.

For example, an individual is traveling on official County business to Luxor, Egypt; in reviewing the U.S. State Department's website for the maximum travel per diem allowance for foreign areas, the lodging reimbursement rate for Luxor is \$150.00 (US dollars), and the meals and incidental reimbursement rate is \$79.00 (US dollars) (See **Example N**). This means that the traveler's maximum allowable reimbursement rate for their daily hotel stay, while in Luxor, is \$150.00 (not including taxes) and the allowable reimbursement rate for meals and incidental expenses is \$79.00 (US dollars). Note that international lodging reimbursements will be made based on actual receipts submitted with the traveler's TER, upon completion of travel.

When submitting a TER for travel abroad, please refer to the currency conversion section for the proper documentation required.

### **Passports, vaccinations, and visas**

When traveling abroad on official County business, it is the traveler's responsibility to ensure that they have the proper documentation, current passport, visa, and vaccinations required for that country. The U.S. Department of State has a website [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html) which provides the traveler with important information necessary when traveling abroad. You can also find this link on the County's travel website [http://intra.miamidade.gov/travel/travel\\_links.asp](http://intra.miamidade.gov/travel/travel_links.asp).

Fees for visas, passports, and vaccinations are allowable when they are a specific and a necessary condition for fulfilling a work assignment on behalf of the County. A memorandum explaining the need for these expenses, approved by the Mayor or authorized designee must be submitted with the traveler's TER.

# 2012 Miami-Dade County Travel Procedures

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## Currency Conversions

When traveling abroad on official County business and requesting reimbursement for expenditures incurred, the traveler must submit to the Finance Department a print out of their currency conversion rates for each individual day of travel. The Finance Department **will return** all TER to the departments if this is not included. Currency conversion sites can be found on the County's travel website located at [http://intra.miamidade.gov/travel/travel links.asp](http://intra.miamidade.gov/travel/travel%20links.asp). Currency conversion reimbursement rates are based on the daily rate for the Country of destination for each day of travel (see **Example Q**).

## Basic Travel Documentation

### Travel Request Documentation

Requests for travel require the completion and submission of a TRF to the Finance Department. The traveler's TRF package should include the following documentation below, when applicable:

- ✓ At least three (3) alternative airfare quotes
- ✓ A print out of the maximum allowable lodging and meal reimbursement rates from either the U.S. General Services Administration website or the U.S. Department of State Bureau of Administration's website
- ✓ Mileage map print out
- ✓ Conference brochures and/or supporting itinerary
- ✓ Any authorization memoranda required
- ✓ Car rental information
- ✓ Toll Calculator print out
- ✓ Registration information for check requests
- ✓ Spreadsheet showing the calculations for the estimated meal and lodging (excluding taxes) rates
- ✓ Any supporting documentation required from an organization
- ✓ Required authorized signatures

It is important to note that if the traveler's TRF package does not contain the required documentation necessary, the Finance Department reserves the right to return the package back to the department for the proper paperwork, prior to processing.

### Travel Expense Documentation

Original receipts must be submitted with the traveler's TER for any expenses to be reimbursed. Required receipts for reimbursement purposes include but are not limited to:

- ✓ Airline tickets
- ✓ Boarding pass
- ✓ Luggage
- ✓ Itinerary documentation
- ✓ Lodging
- ✓ Car rental
- ✓ Gas
- ✓ Toll



## Currency Converter

EGP/USD for the 24-hour period ending Tuesday, Aug 14, 2012 22:00 UTC @ +/- 0%

Currency I Have:

**1** EGP

Currency I Want:

**0.16466** USD

### EGP/USD Details

EGP/USD for the 24-hour period ending Tuesday, Aug 14, 2012 22:00 UTC @ +/- 0%

Selling 1.00000 EGP → you get 0.16466 USD

Buying 1.00000 EGP → you pay 0.16482 USD

### Rate Details

EGP/USD for the 24-hour period ending  
Tuesday, Aug 14, 2012 22:00 UTC

### Recent Trends

EGP/USD average daily bid prices  
Last 90 days

	<b>Bid</b> Sell 1 EGP	<b>Ask</b> Buy 1 EGP
<b>MIN</b>	0.16391	0.16461
<b>AVG</b>	<b>0.16466</b>	0.16482
<b>MAX</b>	0.16477	0.16552

Take trusted OANDA Rates™ with you on your travels

EGP/USD						OANDA					
Interbank Rate +/- 0%											
Aug 15, 2012											
EGP	USD	EGP	USD	EGP	USD						
1	0.16	15	2.47	45	7.41						
2	0.33	20	3.29	50	8.23						
3	0.49	25	4.12	100	16.47						
4	0.66	30	4.94	250	41.16						
5	0.82	35	5.76	500	82.33						
10	1.65	40	6.59	1,000	164.66						

## 2012 Miami-Dade County Travel Procedures

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- ✓ Parking
- ✓ Taxi or special transportation
- ✓ Communication bills
- ✓ Required authorized signatures

TER forms are to be completed and submitted within five (5) business days upon completion of travel. Cash advances **will not be issued** to any individual in a department with delinquent expense reports. On a monthly basis, the Finance Department will advise all departmental travel liaisons of any delinquent travel expense reports outstanding.

### **Payment for Travel Services with County Issued Travel Credit Cards (Travel "P" Card)**

The payment of an airfare on a County issued Travel "P" card is an allowable expense that may be charged. If another mode of transportation is to be used, prior authorization is required from the Finance Department to charge that expense to the Travel "P" card. In addition, the Travel "P" card may be used for combination travel packages (airfare and lodging), when there are considerable savings. When considering a combination package, please be aware of cancellation fees and transfer policy prior to purchase and contact the Finance Department to receive authorization for such purchase. The TRF and TER must disclose the fact that a travel combination package was purchased with the department's Travel "P" card. Each department has a specified number of Travel "P" cards issued to the department's assigned travel liaison. The department's designated travel liaison is the only individual authorized to charge on the Travel "P" card once the travel has been authorized. The County's Travel "P" card is to be used solely for official County business. County Travel "P" cards are **NOT** to be used for personal purposes.

### **Cash Advances**

A **County employee** may be advanced up to 80 percent of the estimated out-of-pocket travel expenses. Cash advances **will exclude** direct payment for items such as airline tickets or pre-paid registration. Cash advances may be obtained from the Accounts Payable Section of the Finance Department seven (7) working days prior to the traveler's departure date, upon receipt of the authorized TRF (see **Example B**).

It is important to note that the Finance Department may deny cash advance privileges to any individual or department for failing to properly document or promptly submit their TERs.

The following departments, issue their own cash advances and travelers from these departments will need to contact the respective departmental travel liaisons as to the internal travel procedures for cash advances.

- Public Housing and Community Development
- Miami-Dade Aviation Department
- Water and Sewer Department
- Miami-Dade County Police

## 2012 Miami-Dade County Travel Procedures

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### Cash Advances - Lost or Stolen

If a cash advance is lost or stolen, the traveler is solely responsible for the cash lost. There are exceptions, if stolen, the traveler should obtain an official written documentation such as a police report and report that information as soon as possible to their departmental travel liaison. The departmental liaison, in turn, should contact the Finance Department to receive further instructions. Each case is handled on a case by case basis.

### Cash Advances for Non-County Employees

Cash/check advances are **NOT** normally given to non-County individuals. Exceptions to this policy must be approved, in advance, with a memorandum explaining the reasons why an advance is needed for a non-County individual. The memorandum must also explain how the monies advanced will be recaptured if the travel does not occur or if the traveler does not submit the required paperwork, upon completion of their travel. This memorandum must be approved by the Department Director and/or authorized designee and the department's Deputy Mayor. In addition, this memorandum **must be** submitted with the traveler's TRF.

### Personal Credit Cards

County travelers may opt to use personal credit cards when procuring travel. If the traveler decides to procure transportation through the use of a personal credit card, the traveler must still adhere to the County's travel policies and procedures, prior to purchase. Reimbursements will not be made until the traveler returns from the trip and submits the TER along with the proper documentation required to the Finance Department. A traveler **will not be reimbursed** for travel expenses incurred on the personal credit card if authorization from the Department Director and/or authorized designee and departmental Deputy Mayor is not granted.

### Frequent Flyer Miles

In a Request for Opinion RQO 04-165, the County Travel Coordinator sought an advisory opinion from the Commission on Ethics and Public Trust regarding frequent flyer miles obtained by County employees, consultants, and/or job applicants on County business. (See [http://intra.miamidade.gov/travel/library/whatsnew\\_Ethics\\_Beat%202004.pdf](http://intra.miamidade.gov/travel/library/whatsnew_Ethics_Beat%202004.pdf) ). Because the Code of Ethics does not generally apply to County consultants or job applicants, the Ethics Commission opinion was limited to County employees. The opinion was governed by the Code of Ethics, Section (e) "gifts."

*Employees traveling on official County business sometimes pay for travel expenses with their personal credit cards. As a result, they may earn frequent flyer miles, assigned to them personally, and not transferable to the County. Because the miles have an economic value for which the employee has not paid lawful and adequate consideration, they are gifts, as defined by Section (e) of the Code.*

*The Ethics Commission opined that an employee who pays for County-related travel expenses with a personal credit card may use the frequent flyer miles he/she acquires, but the employee may not convert or sell the miles for cash. Additionally, if the value of the miles exceeds \$100 during any quarter, the*



## 2012 Miami-Dade County Travel Procedures

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*employee must disclose the miles as a gift. This opinion is in keeping with federal law, which permits federal employees under similar circumstances to retain frequent flyer miles for themselves. Additionally, the IRS does not tax frequent flyer miles unless the miles are converted into cash or used for other purposes.*

An individual traveling on official County business **cannot** use their accumulated personal frequent flyer miles to purchase the ticket. Personal frequent flyer miles used for travel by an individual on official County business **will not be reimbursed.**

### **Cancellation/Changes to Travel**

Travels canceled after approval and after cash advances are received, require that monies be returned promptly, within five (5) business days of cancellation, to the Finance Department. An e-mail or memorandum advising of the cancellation and the reasons must be submitted to the Finance Department and will serve as the closeout for an open TRF.

If itinerary changes are required during travel, the traveler is expected to obtain prior approval from their departmental travel liaison who in turn, will advise the Department Director and/or authorized designee. If there is any monetary or job related impact as a result of the requested change, this must also be approved prior to such changes. In addition, any changes made must be in compliance with the County's travel policies and procedures. Should changes to the travel itinerary be necessary, it is the traveler's responsibility to either contact the airline in question or the customer service number provided at the time of the ticket purchase. The traveler should always be aware of any penalties and/or charges assessed when making a change to the itinerary. Generally, any costs associated with the cancellation or change to a traveler's itinerary will be absorbed by the individuals department, office or organization. Modifications to travel plans shall be the exception, not the norm. However, departments reserve the right to deny reimbursements when the traveler fails to adhere to the County's travel policy and procedures and/or their departmental policies and procedures.

If the change in itinerary occurs **PRIOR** to the departure of the traveler, an amended TRF needs to be submitted to the Finance Department. The amended travel needs to be re-approved by the Department Director and/or authorized designee, and the department's Deputy Mayor.

If the change in itinerary occurs **AFTER** the departure of the traveler, a memorandum approved by the Department Director and/or authorized designee explaining the reasons for the change and the additional costs incurred must be submitted with the traveler's TER.

### **Monthly Travel Credit Card Reconciliation**

The assigned departmental travel liaison, in conjunction with the department's travel "P" card liaison, are responsible for submitting accurate monthly reconciliation statements of the travel credit card to the Finance Department for review/audit purposes. The departmental travel liaison/P-card liaisons are responsible for reviewing their monthly charges in FAMIS, by traveler, once the credit card vendor has been paid. All travel costs will be assigned to the departmental index code associated with the travel "P" card. The Department will be responsible for adhering to the following:

- ✓ Travel "P" card reconciliations are due the 10<sup>th</sup> day of each month to the Accounts Payable Section of the Finance Department
- ✓ Attach a copy of the TRF, website itinerary or/and airline confirmation
- ✓ Departments may distribute charges, via journal entries, to other index codes within the department/organization, as deemed necessary
- ✓ Past due accounts, due dates, and statements are available on-line 24-hours on the P-Card software website

## 2012 Miami-Dade County Travel Procedures

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The Finance Department will review each department's travel "P" card monthly reconciliation and accompanying documentations for completeness and accuracy. Credit cards can be suspended by the Finance Department when reconciliation reports are more than 45 days past due. The Finance Department will work with the individual departmental Travel "P" card liaisons to close out their credit card account when necessary.

Should a department change their departmental Travel "P" card liaison, it is the responsibility of the current departmental Travel "P" card liaison, Department Director and/or authorized designee to advise the Finance Department immediately.

### **Lost or Stolen Departmental Travel Credit Cards**

Lost or stolen credit cards must be reported to the issuing credit card company and to the County's Finance Department within 24-hours of theft or of the knowledge that that card was lost. Each Travel "P" card has a 1-800 contact number listed on the back to call in case of emergency. The 1-800 number, along with the Travel "P" card number, should be kept in a safe and secure location separate from the Travel "P" card, so it can be accessed in case of an emergency. The Finance Department will work with the department to issue replacement cards.

### **Travel Credit Cards**

The Finance Department will act as the liaison between the credit card vendor and the department for cancellations, issuances, and all modifications. For all refunds and charge discrepancies, it is the responsibility of the departmental travel liaison/Travel "P" card liaison to contact the credit card vendor and the Finance Department.

### **Departmental Travel Liaison**

A Departmental Travel Liaison is an individual, within a department or organization, assigned to assist and/or prepare all travel related documents within a department or division. The Departmental Travel Liaison should be knowledgeable of the County's travel policies and procedures, as well as be familiar with the County's travel website <http://intra.miamidade.gov/travel/>. The Departmental Travel Liaison, as well as the traveler, is responsible for ensuring that the County's travel policies and procedures are adhered to when procuring travel.

Each year in September, the Departmental Travel Liaison list for the upcoming fiscal year is updated. A form is sent out to Directors, to identify the departmental travel liaisons. This form can be found on the County's travel website <http://intra.miamidade.gov/travel/forms.asp> (see **Example R**). It is the responsibility of the Department Director and/or authorized designee to alert the County's Travel Coordinator, in Office of Management and Budget (OMB), of any additions and/or deletions to the departmental travel liaison contact list.

Miami-Dade County  
**"Departmental Travel Liaison"**  
FY 2012-13

Department/Agency/Organization \_\_\_\_\_

Approved By \_\_\_\_\_

Department Director Name  
(Please print or type)

\_\_\_\_\_  
Department Director Signature  
(No signature stamp)

- ❖ The individual listed below has been designated by the Director above to serve as a point of contact between the Department and the Office of Management and Budget, as it relates to County travel.
- ❖ The "Departmental Travel Liaison" will be responsible for ensuring that the County's travel policy and procedures are adhered to for the Department.
- ❖ Should a Department have more than one "Departmental Travel Liaison", it is necessary to provide a form for each.

Name \_\_\_\_\_

Division \_\_\_\_\_

Physical Address \_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_ ext \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Return by:**

Monday, September 17, 2012

**Return to:**

Anita Gibboney  
Office of Management and Budget  
111 NW First Street  
22<sup>nd</sup> Floor

# 2012 Miami-Dade County Travel Procedures

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## Florida Sterling Council Travel Procedures

For those departments participating in the Sterling process, please follow the procedures outlined below.

- a) **Submit Application of Intent** to the Florida Sterling Council with County check in the amount of \$100.00. Request a check (with a hold ticket) from Finance Department/Travel Section with proper supporting documentation.
- b) **Submit Organizational Profile and application** to the Florida Sterling Council without the application fee. The Florida Sterling Council will invoice the Office of Management and Budget (OMB) for the application fee and OMB will submit payment request to Finance Department/Travel Section for processing the same from the County's General Government index code.
- c) **Submit hotel contract** to Finance/Travel Section and **reserve hotel** with a meeting room and rooms for Examiners using Travel Purchasing Card (contact Faith Miller at 305-375-5111 for "P" card exception approval providing cost details, and advise Yorleny Pernas at 305-375-5111). Audio visual equipment must be provided by the County and not paid for to the hotel.
- d) **Submit Travel Request Form** to Finance Department/Travel Section for each expected Sterling Examiner showing under estimated cost "lodging", the hotel expenses to be incurred, including meeting room on Team Leader's travel request.

Hotel charges for examiner rooms and meeting room should be paid using the **Travel Purchasing Card** before examiners' arrival, (contact Faith Miller for increasing card's limit). Hotel must provide "paid receipts" upon payment, and receipts should be forwarded to Finance Department/Travel Section for their files.

**Submit Travel Expense Report** for each Sterling Examiner to Finance Department/ Travel Section showing the hotel expenses paid by the County

- e) The Florida Sterling Council Examiners visiting Miami-Dade County Department as part of the Sterling Journey to Performance Excellence Site Visit fee: \$2,000 plus Examiner expenses related to the "Site Visit" (airline ticket, rental car, tolls, gas, airport parking, and meals) **will be invoiced to OMB** by the Florida Sterling after Site Visit is completed. OMB will forward copy of invoice to each department liaison for their concurrence and signature. Once approved and returned, OMB will process the invoice for payment from the General Government index code, and a request check will be issued by Finance Department/Travel Section with proper supporting documentation.

### Participation in the Florida Sterling Council's Board of Examiners

Miami-Dade County staff members selected to participate in the Florida Sterling Council's Board of Examiners will have their travel paid as follows:

- a) Examiner 3-Day Training paid by the Departments
- b) Consensus Meeting Participation paid by the Departments
- c) Seven day site visit will be reimbursed to the staff member by the Florida Sterling Council

## 2012 Miami-Dade County Travel Procedures

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### When traveling as an Examiner

Departments will submit the TRF and TER to Finance Department/Travel Section, as usual. Departments will pay for training travel as it relates to Departmental staff being trained to become a member of the Board of Examiners unless local training sessions are available. Training sessions include Criteria training, Evaluating Applications training, Examiner training, and Leadership training.

Miami-Dade County staff members attending site visits on behalf of the Florida Sterling Council must submit the TRF and TER to Finance Department/Travel Section, stating that all expenses will be reimbursed by the Florida Sterling Council. Upon completion of the site visit, the staff members must reconcile travel expenses and provide to Finance Travel section a copy of the reimbursement by the Florida Sterling Council. **Travel Advances will not be provided.**

### Travel expenses covered by Miami-Dade County

Departments are responsible for submitting the TRF and TER to the Travel Section of the Finance Department. When procuring travel, it is important that the traveler abide by the County's Travel Policy and Procedures Manual, and Administrative Order 6.1.

Departments will be responsible for covering the following travel expenses below:

- a) Staff attending the Florida Sterling Council Conference
- b) Departments participating in the Florida Sterling Council's Application Process, "Sterling Site Visit"
- c) Staff traveling to receive an award via the Florida Sterling Council
- d) Staff attending Florida Sterling Council Leadership Training, Examiner Training, Criteria Training, Evaluating Applications Training and/or Consensus Meeting as a Florida Sterling Council Examiner
- e) The Florida Sterling Council Staff traveling to Miami-Dade County Departments to provide onsite training

**\*Note:** Departments will submit all Travel Request Forms, Travel Expense Reports, and all related documentation for the Florida Sterling Council to:

Yorleny Pernas  
Miami-Dade County Finance Department  
Travel Section  
Stephen P. Clark Center  
26<sup>th</sup> floor.



## 2012 Miami-Dade County Travel Procedures

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### Questions and Updates

For questions and updated information on the County's Travel Policy and Procedures Manual, please check the County's travel website at <http://intra.miamidade.gov/travel/>, your assigned departmental travel liaison or contact the County's Travel Coordinator in the Office of Management and Budget at 305-375-5143.