MIAMI-DADE COUNTY, FLORIDA

MIAMI INTERNATIONAL AIRPORT

Miami Dade Aviation Department
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Departmental Standard Operating Procedure (DSOP)
DSOP No. 05-01
Last Amended: August 16, 2005
Effective: 10/2/14

SUBJECT: Miami-Dade Aviation Department (MDAD) Travel Procedures

PURPOSE AND SCOPE: To establish the Aviation Department's travel procedures, this is in accordance with the Miami-Dade County Travel Policy, and to provide guidance and instruction in abiding with that Policy to Aviation employees who travel on County business.

I. AUTHORITY:

1. Chapter 25 of the Miami-Dade County Code, Miami-Dade Aviation Department Rules and Regulations
2. Administrative Order 6-1, 6-3
3. Miami-Dade County Travel Policy and Procedures, Office of Management and Budget, October 2012
4. Miami-Dade County Code, Section 2-11.1(w) and Resolution 04-55 regarding Conflict of Interest and Code of Ethics Relating to Travel

II. POLICY:

Administrative Order (AO) 6-1 establishes procedures for traveling on County business. County policy also requires all travel be approved by the County Mayor or an authorized designee. As such, this DSOP compliments AO 6-1 and Miami-Dade County Travel Policies and Procedures to address MDAD internal needs for authorizing travel and processing travel requests. To assure compliance with the guidelines set forth in this DSOP, travelers should be aware of all the rules, regulations and restrictions governing business related travel.

Unless otherwise approved, official travel for the Department shall be limited to the Aviation Director, Deputy Director(s), Assistant Directors, Associate Directors and Division Directors. Travel is permissible for the following reasons:

a. **Professional Development:** Employees may attend one trade/industry or educational conference per year. Industry association committees are included in this classification. Other

conferences and events may be attended if the employee takes annual leave and assumes the cost of the travel and event registration.

b. **Aviation conferences or industry meetings:** Employees asked or seeking to speak on Aviation's behalf at a conference or industry meeting may do so observing the following criteria:

1. Each speaking engagement and topic must be approved by the Director's Office prior to accepting the engagement.
2. If the engagement is for another government entity, the employee may accept payment of travel expenses from that entity as long as the travel remains aviation-related.
3. If the engagement is for an organization where the Department has membership and the organization is not a vendor, service provider, bidder or proposer to Miami-Dade County, the employee may accept payment of travel expenses from the organization, as long as the travel remains related to that membership.
4. If the Aviation Department is not a member of the organization but the organization is not a vendor, service provider, bidder or proposer to Miami-Dade County, the employee may accept payment of travel expenses as long as the travel remains aviation-related.
5. If the employee is seeking to accept, directly or indirectly, travel expenses, to include, but not limited to, transportation, lodging, meals, registration fees and incidentals from a vendor, service provider, bidder or proposer to Miami-Dade County, Board of County Commissioner approval is required to waive this prohibition prior to acceptance of travel.

c. **Promotion of the Airport(s):** As authorized by the Director.

d. **Serving as Committee Chair or Member:** Travel in this capacity must provide a direct benefit to airport operations.

e. **Peer Reviews:** Participating in a peer review directly benefiting airport operations.

f. **As set forth by the Board of County Commissioners, County Mayor and/or Aviation Director:** Travel under these circumstances must provide a purpose which directly benefits airport operations.

Exceptions to the above policy must be approved by the Director.

III. TRAVEL REQUEST PROCEDURES:

All travel must be documented using the Department's Request for Travel Form (Attachment A). The form should be completed by the traveler and submitted to the Travel Coordinator at least **20 working days** in advance for domestic travel, and **30 working days** in advance for international travel. **Please note that due to the time required to authorize and process related travel documents, requests submitted outside of the above time frames may be denied.**

As indicated on the Request for Travel Form, the traveler must also prepare a justification memorandum addressed to the Aviation Director detailing the purpose of the trip and how each individual traveling will benefit the Aviation Department and/or their respective division. The traveler must also include and/or attach the following documentation to the justification memorandum:

a. Estimated cost of travel (airfare, lodging, meals, taxi, registration, per diem, etc.)
b. Documents to support travel costs outlined above
c. A copy of the Available Budget Balance Report (119 Report) highlighting sufficient available funds to cover the anticipated travel
d. The agenda for conferences, seminars or meetings
e. If personal travel will be combined with Aviation business

Travel requests which are found to be missing any of the above required documentation will be returned to the requester before processing.

Upon returning from travel, staff shall submit a written report to the Director describing the outcome of the travel, a sample of such report is presented as Attachment B. A copy of this report must also be submitted to the Travel Coordinator for retention.

IV. TRAVEL GUIDELINES:

a. International Travel: All foreign travel must be approved by the Mayor or his authorized designee. Please note that travel requests submitted less than 30 working days before the travel date may not be approved.

b. Transportation: Under County policy and state statute, transportation expenses must be reimbursed for the amount equal to the value of the most efficient and economical means of travel. Use of automobile travel should be considered only for shorter, in-state trips when savings outweigh travel costs and time permits.

1. *Air Travel:* If air travel is necessary, the lowest, most economical available airfare should be purchased by the Travel Coordinator. **Employees should not purchase airfare using personal credit cards unless otherwise approved.** Failure to comply will result in the employee bearing the cost of such airfare. When choosing airfare the following will be considered: connecting flights, departure and arrival times, and the use of alternate airports when additional ground transportation costs are considered. However, unless otherwise approved, return travel should always be booked on flights immediately following the conclusion of the meeting, conference or activity attended. Changes to airline tickets that are subject to an additional fee must be approved by the Director prior to making the change. If such authorization is not granted, the employee will incur the cost of any necessary change. **Please note that paper boarding passes**

must be submitted as proof of travel, and thus use of mobile boarding passes is not allowed at this time.

2. *Use of County Vehicle:* If the use of a County vehicle is authorized for travel, an estimate of fuel costs, tolls (if not equipped with SunPass), and parking (if applicable) will be allocated based on the trip mileage. However, the traveler must provide original fuel receipts and documentation of toll expenditures with the travel expense report upon return to support the advance provided. Non-County personnel may be transported in a County vehicle while involved in County related business if written approval is obtained from the Director. However, County policy prohibits other individuals (i.e. family members) from traveling in County vehicles. Due to insurance restrictions, County vehicles are not permitted outside of the state of Florida.

3. *Personal Vehicle:* If the traveler chooses to use a private vehicle for travel, the employee must provide proof of insurance and a valid State of Florida Driver's License to the Travel Coordinator prior to travel. Mileage reimbursement for the use of a personal vehicle will be equal to the standard federal mileage rate. Links to these rates can be found on the County's travel site http://intra.miamidade.gov/managementandbudget/travel-purchasing.asp. When submitting the travel request, the traveler must also submit at least three (3) alternative airfares in addition to the standard mileage mapping from the traveler's assigned place of work or residence. For travel where the cost of airfare is less expensive than mileage reimbursement, the traveler will only be reimbursed up to the airfare amount.

4. *Tolls:* When requesting reimbursement for tolls, include either the toll receipts or a print out of the SunPass report.

c. **Lodging:** Lodging reimbursement rates will correspond directly to the published federal allowable per diem as provided by the U.S. General Services Administration for domestic travel and the U.S. Department of State for international travel. Links to these rates can be found on the County's travel site http://intra.miamidade.gov/managementandbudget/travel-purchasing.asp. The daily maximum allowable lodging rate may be exceeded when a traveler is attending a conference or educational training and stays at a hotel that has been designated as a conference hotel. Proof of such designation must be attached to the travel request form. Any deviation from the above stated policy must be included in the justification memorandum for approval by the Director.

d. **Meals:** Meal reimbursement rates will correspond directly to the published federal allowable per diem as provided by the U.S. General Services Administration for domestic travel and the U.S. Department of State for international travel. Links to these rates can be found on the County's travel site http://intra.miamidade.gov/managementandbudget/travel-purchasing.asp. If meals are included as part of the conference, training or trip, whether traveling domestically or abroad, these meals will be deducted from the daily meal allowance.

e. **Ground Transportation:**

1. *Car Rental:* A rental car should only be used when the cost is less than that of a local taxi. Generally, rental cars should not be utilized on travel whose duration is less than two (2) days. Rental cars are not to be used if official County business is to take place within the same location as lodging or within a reasonable walking distance. Requests for rental car must be documented on the justification memorandum approved by the Director. If use of a rental car is authorized, the most economical class vehicle will 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.** When calculating the cost of a rental car, any parking fees that may be incurred must also be included in the cost estimate. Receipts for parking charges, gasoline and tolls must be submitted when travel is complete. Note that optional equipment such as a Global Positioning System (GPS) will not be reimbursed.
2. *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 for reimbursement.

f. **Personal Travel Combined with County Business:** Travelers wishing to combine County business with personal travel must include this information on the justification memorandum to be authorized by the Director. The travel request package must also include sample airfares disclosing the incremental cost of combining personal travel with County business. Any additional costs incurred must be paid by the employee.

g. **Travel Expenditures NOT Reimbursed by the County:**

1. First/Business Class airfare unless previously approved with explanatory memorandum signed by the Department Director and/or authorized designee and Deputy Mayor
2. Airline clubs
3. Airline upgrades
4. Seat upgrades and/or seat reservations
5. Alcohol
6. Any additional expenses as a result of traveling with spouse/guest
7. Luggage wrapping
8. Books, magazines, newspapers for personal use
9. Childcare, babysitting, house-sitting, pet-sitting/kennel charges (if not work related)
10. Curbside check-ins when a fee is required
11. Excess charges incurred based on personal preference rather than County policy
12. Expenses for the repairs/damages of privately owned vehicles
13. Expenses related to damages to uninsured rental cars
14. Traffic or parking tickets or fines
15. Gifts/flowers

16. Haircuts and personal grooming
17. Shoeshine services
18. Insurance coverage for privately owned vehicles
19. Laundry/dry cleaning (an exception may be made for extended domestic/foreign travel with receipts and authorized memorandum from the Director)
20. Lost or stolen items
21. Mileage reimbursement to travelers for use of personal vehicle when employee is issued a County vehicle
22. Charges for internet access are not reimbursable unless previously approved by the Director
23. Personal entertainment and tours including in-flight/hotel pay-per-view movies, headsets, health club facilities and/or social activities
24. Personal travel insurance
25. Porter charges
26. Tips
27. Travel mileage rate reimbursement expenses in a personal vehicle to the airport from home and vice versa
28. Valet parking

h. **Baggage Fees:** The County will reimburse the traveler for the cost of one (1) checked bag (with receipt) for stays of four (4) days or less. For travelers staying five (5) days or more, the County will reimburse the cost of two (2) checked luggage (with receipt).

i. **Currency Conversions:** Employees traveling on official County business requesting reimbursement for expenditures incurred abroad must provide documentation supporting currency conversion rates on each individual date of travel. Currency conversion sites can be found on the County's travel website located at http://intra.miamidade.gov/managementandbudget/travel-planning.asp.

j. **Conference Activities:** The Department will not pay for extracurricular breakfasts, lunches, dinners and/or activities not included as part of the standard meeting, conference or educational training package. If a traveler wishes to attend such events, he/she can do so at their own expense.

k. **Travel Paid by a Third Party or Outside Organization:** 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 of the travel must be attached to the travel request. All travel paid by third parties **must be approved** by the Board of County Commissioners based on a ruling of the Miami-Dade Commission on Ethics and Public Trust.

l. **Cancellations:** If for any reason, travel arrangements must be cancelled prior to the travel, the employee must obtain prior authorization from the Director, or designee, for such cancellation. Notification of the cancellation must be forwarded to the Travel Coordinator as soon as possible so that credits for air travel, hotel, registration fees, and any other travel

related cost may be sought immediately. Failure to adhere to this rule may result in the employee absorbing travel costs.

m. **Frequent Flyer Miles:** Miles acquired as a result of travel on County business are considered gifts under the County Ethics Code 2-11.1(e). As such, employees are required to disclose the cash value of frequent flyer miles received when such value exceeds $100 in any quarter. The cash value should be calculated using a reasonable method of valuation such as, but not limited to, estimates by the airlines issuing the frequent flyer miles or a reliable internet source that estimates the cash value of such miles.

V. REVOCATION

Nothing in this directive is to be construed to supersede the Miami-Dade County Travel Policy and Procedures. This directive was developed to highlight and clarify the specific points from the Travel Policy that most affect the employees from the Aviation Department. In all cases, the Travel Policy is the governing directive and any changes to that policy will supersede these procedures.

Approved By:

Emilio T. González, Aviation Director

Date: 10/2/14

Attachment A: Request for Travel Form
Attachment B: Sample Travel Report

MIAMI-DADE AVIATION DEPARTMENT
REQUEST FOR TRAVEL

PLEASE SEND TO TRAVEL COORDINATOR

DATE		
NAME OF TRAVELER	**TITLE**	
DIVISION		
REASON FOR TRIP (ATTACH JUSTIFICATION MEMO)	( ) BUSINESS ( ) LEGISLATIVE ( ) TRAINING ( )OTHER _____	
DESTINATION		
DATES OF TRIP	**FROM**	**TO**
PREFERRED DEPARTURE TIME	**AM**	**PM**
PREFERRED RETURN TIME	**AM**	**PM**
WILL THIS TRIP BE COMBINED WITH VACATION?	**YES**	**NO**
VACATION WILL START ON	**END**	
TRANSPORTATION ( ) AIR ( ) COUNTY CAR ( ) PRIVATE VEHICLE ( ) TAXI		

ESTIMATED COSTS AIR TRAVEL MILEAGE EXPENSES TAXI, AUTO RENTAL LODGING PER DIEM MEALS & INCIDENTALS REGISTRATION OTHER (TOLLS, GAS, ETC.) **TOTAL**	$ -	ATTACH MILEAGE ESTIMATE USED TO CALCULATE EXPENSE CONFERENCE HOTEL? YES _____ NO _____ NUMBER OF NIGHTS _____ ATTACH REGISTRATION FORM WITH AGENDA, AMOUNT OF FEE AND NAME OF ORGANIZATION TO WHICH CHECK IS PAYABLE. **NOTE: TRAVELER ASSUMES FULL RESPONSIBILITY OF FUNDS ADVANCED**

INDEX CODE	
TRAVEL BUDGET $	**TRAVEL EXPENDITURES YTD $**

PLEASE ATTACH A COPY OF THE *AVAILABLE BUDGET BALANCE REPORT* HIGHLIGHTING SUFFICIENT AVAILABLE FUNDS

CONTACT PERSON	**PHONE NUMBER**

TRAVELER SIGNATURE	**DATE**

APPROVALS	**SIGNATURE**	**DATE**
SUPERVISOR – NAME & TITLE		
DIVISION DIRECTOR – NAME & TITLE		
ASST AVIATION DIRECTOR – NAME & TITLE		
DEPUTY AVIATION DIRECTOR – NAME & TITLE		
AVIATION DIRECTOR – NAME		

Attachment B

Memorandum

MIAMI-DADE COUNTY

Date:

To: Emilio T. González
Aviation Director

From:

Subject: Travel Report – (Name, Location and Dates of Travel)

Provide a brief overview of the conference/seminar or meeting attended and describe how the Department will benefit from your participation in this event.