

POLICY NUMBER

APM-2-85

November 5, 1985

ISSUED BY:

Sergio Pereira
City Manager

City of Miami



ADMINISTRATIVE POLICY

REVISIONS

REVISED
SECTION

DATE OF
REVISION


SIGNATURE

SUBJECT: APPLICANT INTERVIEW EXPENSES

PURPOSE: To provide standards, procedures and official guidelines relating to the approval for outside applicant interviews for selected management occupations in the City of Miami and reimbursement of travel expenses for such applicants.

THE POLICY WILL BE AS FOLLOWS:

Effective this date, this Administrative Policy supersedes all previous directives relating to applicant interview expenses.

A. AUTHORITY

1. The City Manager shall have sole authority to approve outside applicant interviews and travel expenses as herein described.

B. APPLICANT INTERVIEW APPROVAL

1. Should the necessity arise to interview an applicant living outside the City of Miami and such interview would incur expenses to the City of Miami, prior approval shall be sought from the City Manager. The attached form entitled "Applicant Interview Approval" shall be completed and submitted to the City Manager for approval prior to making travel arrangements.

The approved form shall be forwarded by the Department to the Finance Department-Accounts Payable.



C. TRAVEL ARRANGEMENTS

1. All travel arrangements for applicants requested to travel to the City of Miami for interview purposes should be made by the interviewing Department. Should this not be possible, a copy of this Administrative Policy and the current Rhunzheimer Service Report for the City of Miami (available through General Accounting of the Finance Department) shall be supplied to the applicant before such travel arrangements are made.

D. TRAVEL EXPENSES

1. Air Travel. Travel by air carrier shall be made at the lowest coach rate available on day of travel. Every effort to secure economy discount fare must be explored.
2. Use of Private Vehicle. If travel is by private automobile, reimbursement shall be at the rate of \$.20 per mile or the equivalent of tourist or coach air fare (round trip), whichever is cheaper.
3. Hotel and Meal Expenses. Allowances for hotel and meal expenses will be on the basis of actual cost, as certified by the applicant, limited to the average cost as provided by the Rhunzheimer Service for the City of Miami. Where possible, lodging arrangements will be made at hotels offering corporate or government discount rates.
4. Rental Cars. Reimbursement of rental cars will only be granted for the rental of cars at the intermediate level or below. Where alternative services are available, i.e., taxi or limousine service, such services should be used.
5. Miscellaneous Expenses. Miscellaneous expenses, including taxi fares, gratuities, etc., may be claimed if circumstances indicate they are necessary for the traveler. Reimbursement will not be made for personal items such as long distance telephone calls, valet service, laundry, alcoholic beverages or side trips, etc.



6. Exceptions. If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed upon the approval of the City Manager.

E. TRAVEL REIMBURSEMENT

1. The applicant's travel expenses shall be itemized on the special form entitled "Applicant Interview Expense Report" (see attached). This form will be filled out completely in duplicate, approved by the City Manager, and submitted to the Director of Finance for auditing and payment. Receipts for the hotel bill and transportation expenses shall also accompany the original of the "Expense Report". Receipts will be required for meals and the "Expense Report" shall indicate the number of each kind of meal and the amount spent; e.g., three breakfasts - \$9.00, two luncheons - \$16.50 and two dinners - \$38.50. The amount shown for meals may include gratuities. The Finance Department shall process the "Expense Report" within 10 days of receipt.