

**POLICY NUMBER:**  
**APM-1-77**

ISSUED BY:

**Pedro G. Hernandez**  
City Manager

SIGNATURE

# CITY OF MIAMI



## ADMINISTRATIVE POLICY ----- TRAVEL ON CITY BUSINESS

DATE:

February 8, 2008

**CREATED/**

**REVISED**

**DATE(S)**

Created	10/01/77
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### **Purpose:**

To provide standards, procedures, and official guidelines for authorized expenses, and reimbursement for travel and attendance related to City business by City employees. Elected officials are governed by City Commission Motion 81-447 as indicated herein.

This Administrative policy supersedes all previous directives relating to travel on City business.

### **The Policy is as Follows:**

#### **I. Standards for Travel**

##### **A. Budgeted/ Granted-Funded Travel**

Employees are authorized to attend a convention, conference or training program only if the trip was authorized in the approved budget or allowed under a grant that has been approved by the City Commission (the grant must permit the funds to be used for travel) and the required approval obtained as follows:

1. Chief Officers (Assistant City Managers) shall submit the Travel Request Form to the City Manager for approval prior to finalizing reservations.
2. Department Directors shall submit the Travel Request form to the respective Chief Officer for approval prior to finalizing reservations.
3. All other employees shall submit the Travel Request form to the respective Department Director for approval prior to finalizing reservations.

##### **B. Non-Budgeted Travel**

If specific provision was not made in the approved budget for travel, a written request must be made to the Chief Officer or designee with the responsibility for the respective employee's department. The request must be submitted

with as much advance notice as possible stating the reasons for the travel and the source of funds to cover the cost. Final approval will be made by the City Manager or designee based on the necessity of the travel and the availability of funds.

**C. Travel Request Form**

All employees requesting permission to attend a convention, conference or training program must complete the Travel Request Form if it requires any reimbursement from the City.

**D. Limitation on Number of Trips**

Unless otherwise approved by the Chief Officer (Assistant City Manager) or designee with responsibility for the department, no City employee is permitted to take more than one out-of-state trip at City expense in a fiscal year for the purpose of attending a convention, conference, or training program. If the out-of-state trip is held at multiple locations, the location with lowest cost to the City shall be selected. All other official City business requiring out-of-state travel must be approved by the Chief Officer or designee with responsibility over the department.

**E. Conduct of Delegates, Reports, and Programs**

The conduct of employees attending conferences, training programs, or conducting official business out of town is a reflection of the standards of government in the City. The fact that the City is bearing a major portion of the expense is recognition of the principle that the benefits accrue to the City as well as the individual employee. Employees will obtain a maximum amount of beneficial training and information of value for improving local administration and services.

**F. Duration of Travel**

The time allowed for attendance at conventions, conferences, and other City business travel will not exceed five (5) working days per trip including travel time. Attendance beyond five (5) working days will require Chief Officer (Assistant City Manager) or designee, with responsibility over the department, approval. Holiday pay, premium pay, shift differential pay, or any other pay beyond the employee's base rate will **NOT** be paid while an employee is in attendance at conventions and conferences, including travel time. In the event the employee desires to use more time herein allotted, the extra time shall be charged to vacation leave, compensation time (if applicable), or leave without pay, and shall be subject to approval by the department director or designee, or

the Chief Officer (Assistant City Manager) or designee with responsibility over the department.

**G. Use of City-Owned Cars for Business Travel**

The use of City-owned vehicles for business travel in excess of 250 miles, either in or out-of-state will require pre-approval from the Chief Officer or designee with responsibility over the department.

**II. Advances, Expenses and Reimbursements**

**A. Advances**

In the use of City funds, employees are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on his personal business. For any authorized trip in which employees may qualify for receiving an advancement of funds for the purpose of the trip, the Travel Request Form must be submitted to the department director in advance of the proposed trip. Employees may receive an advance from the City for estimated out-of-pocket expenses under the following circumstances, subject to the approval of the Chief Officer (Assistant City Manager) or designee with responsibility over the department or designee:

1. When travel requires that an employee be absent from the City for a period longer than one full week (5 working days) in actual attendance at the meeting, training, conference, or other official City business and the employee received authorization to attend beyond 5 working days.

**B. Transportation Expense – Public Carrier**

The expense of traveling by public carrier (rail, bus, airplane or boat) will be allowed based on actual cost based on the preferred method of travel (i.e. connecting transportation vs. direct transportation). However, transportation expense in excess of the cost of tourist or coach air fare (round trip) or first-class rail fare (round trip) plus Pullman on overnight trips, whichever is lesser, will not be allowed unless prior justification is given and the approval of a department director or designee is obtained before leaving on the trip. Every effort to secure economy discount fare must be explored.

1. Airfare, upon comparing rates based on the preferred method of travel, offered directly by the airline or third-party internet travel website or search engine (i.e. Travelocity, Orbitz, Expedia, etc.) in the “*open market*,”

shall be purchased and paid via the Procurement Card (P-Card) or any other available means as determined by the Purchasing and/or Finance Department, at the lowest coach fare available. However, should a city, state, federal or other competitively bid contract be made available by the Purchasing Department, employees must use the contract, unless the employee can provide a valid justification acceptable to the Purchasing Department supporting the position for not using the contract before the purchase is made. Failure to adhere to this policy shall result in the employee being reimbursed at the applicable city, state, federal or other competitive bid contract rate. Airfare purchased through an available contract must be made through the issuance of a purchase order or by simply using a P-Card or any other available means as determined by the Purchasing Department.

2. Should city, state, federal or other competitive bid contract rates not be available, employees should make their own travel arrangements and obtain reimbursement through normal procedures, or utilize the departmental P-Card.
3. When making their own travel arrangements, employees shall obtain the lowest discount coach air fare available.

### **C. Transportation Expense – Personal Vehicle**

1. Favorable consideration may be given to requests for use of privately owned vehicles for travel on City business if any of the following are met:
  - (a) A number of City employees are traveling in the same vehicle, and significant savings over other modes of travel are thereby realized.
  - (b) City business will be conducted coincidentally with personal business on a given trip. (Only that portion of travel attributable to City business will be considered for reimbursement.)
  - (c) Reimbursement for the use of privately owned vehicles will not exceed the least expensive air fare rate available on date of travel.
  - (d) City funds shall not be used and employees will not be reimbursed for lodging and meals for the extra travel time required when driving out of State.
2. If air transportation is available to the vicinity of the location of City business and is less expensive in terms of travel costs and time

required to be absent from City employment, the travel by personal vehicle will require approval of the department director or Chief Officer (Assistant City Manager) or designee.

3. If travel is by private automobile, prior approval must be obtained from the Deputy Director of Employee Relations or designee a minimum of one week before departure. Requests for authorization to use privately owned vehicles in conjunction with travel outside Miami-Dade County, Monroe County and Broward County on City business will be denied if the driver of the vehicle and the vehicle itself are not insured for the following basic limits:
  - (a) \$100,000 per person, maximum \$300,000, per accident for bodily injury and \$50,000 for property damage;
  - (b) PIP (personal injury protection) in accordance with Chapter 627, Florida Statute (2006), as amended; and
  - (c) An affirmative statement and verification (certificate of coverage) that such insurance coverage is carried must accompany any request for use of a private vehicle subject to approval by Risk Management.
4. Reimbursement for the use of a private vehicle shall be at the applicable, Internal Revenue Service (IRS) reimbursement rate per mile or the equivalent of coach airfare (round trip), whichever is less expensive. Actual mileage may be determined by an acceptable search engine (i.e. Mapquest, Yahoo maps, etc.) and will be computed from the employee's workstation round trip.

#### **D. Rental Cars**

1. Use of rental cars once arriving at the location of City business will be permitted; however, in those cases where alternative services are available, i.e., taxi, buses, subways or limousine service, such services with the lowest cost is encouraged. The rental of any car shall be approved by the respective department director or designee. Reimbursement of rental cars will only be granted for the rental of cars at the full size level or below. Full insurance coverage shall be obtained through the rental car company.
2. Rental cars are allowed in lieu of the use of personal cars only when the rental car option is still less expensive than air or rail transportation that may be available to the vicinity of the location of City business and is less expensive in terms of travel costs and time required to be absent from duty in the City, as approved by the

respective department director. Full insurance coverage shall be obtained through the rental car company.

3. Fuel reimbursement expense is limited to the use of the rental car for City business only.

#### **E. Hotel Expense**

1. Only hotel or motel expenses in the City where official City business, convention, or conference is conducted is allowed. The City will permit reasonable hotel room rates e.g. conference or government rate, or other best possible rates. Any exception to this must be approved by the respective department director.
2. Only the cost for the hotel room and applicable taxes will be permitted. *See Section H, Miscellaneous Expenses* for other allowable expenses.
3. The employee is required to make their own hotel reservation. Payment for hotels may be as follows:
  - (a) Departmental P-Cards may be used for pre-payment purposes only. A P-Card cannot be used during the travel period. If using a P-Card, the traveler must obtain Tax Exempt Certification from Accounts Payable to have hotel taxes waived; however, the exempt certification may not be honored/accepted out of state.
  - (b) The employee may pay for the hotel using their personal funds to be reimbursed later.
  - (c) If sufficient time exists, and no other means for prepayment of hotel is available, the employee may request a City check through the Accounts Payable Division in Finance by completing and submitting the Direct Payment Form.

#### **F. Meal Expenses**

1. Employees may elect an average per diem rate for all meal expenses in the destination city, or a neighboring city, as determined by the Runzheimer directory.
2. Employees not electing a per diem will be granted an allowance for meals that will be based on actual cost, with all receipts due at time of

reimbursement, as certified by the employee, approved by the Department Director or designee and limited to the average meal cost as provided by the Runzheimer Service for that city. Check the Runzheimer directory that is available on City Net before departure to determine the limitation.

3. Meal expenses will only be allotted for travel outside of Miami-Dade County in which the employee is required to be on City business through a meal period.

#### **F. Registration Fees**

Registration fees will be based on actual registration charge. When pre-registration is required, the fee may be charged using a P-Card, if approval has been obtained for the convention, conference, or training program.

#### **H. Miscellaneous Expenses**

Miscellaneous expenses, including airport parking, taxi fares, hotel parking, gratuities, etc. may be claimed if circumstances indicate they are necessary for the traveler and approved by the employee's department director.

1. Laundry fees will be reimbursed after three nights, and valet service will be reimbursed if the traveler has excess baggage as approved by the department director, or if it is the only means to park a City authorized rental or personal vehicle.
2. Personal long distance phone calls per day will be reimbursed at a rate not to exceed \$10, and the City will reimburse for internet connection fees that may be incurred to conduct City business.
3. Reimbursement will not be made for personal items, e.g. alcoholic beverages, in-room movies or side trips.

#### **I. Expenses Covered by Federal and State Grants**

When travel expenses are incurred, which are eligible for reimbursement under federal and state grant agreements, these regulations will apply except when federal and state grant guidelines are more restrictive. If a City employee anticipates travel expenses in excess of what can be reimbursed to the City by a federal or state agency, the Chief Officer

(Assistant City Manager) or designee overseeing the department shall be notified prior to the trip for their approval.

**J. Exceptions**

If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed by the department director, upon the approval of his/her Chief Officer (Assistant City Manager) or designee.

**K. Authorization of Expenses**

Prior authorization of expenses does not entitle an employee to spend up to the authorized amount. Such authorization only identifies the limitation should such expense be necessary.

**L. Statement and Evidence of Travel Expense**

Within thirty (30) working days after the return of the employee and within the fiscal year of when the travel occurred, travel expenses must be itemized and submitted through iExpense on the City's iMiAMi Financial Management System. If reimbursement documentation is not submitted within the thirty (30) working days after the employee's return then the respective Chief Officer must approve the reimbursement request for payment.

1. This reimbursement request will be submitted to the department director or Chief Officer/City Manager for approval and then submitted to the Department of Finance for auditing and payment.
2. Receipts for the hotel bill, registration fee and transportation expenses shall be submitted to the Accounts Payable Division of Finance with a printout of the iExpense form that has been submitted. When the employee did not select the per diem rate, receipts are also required for meals and the expenses shall indicate the type of meal and the amount spent; e.g. breakfasts --\$6.00, luncheons --\$6.50 and dinners -- \$14.50. The amount shown for meals may include gratuities.

**M. Local Expenses****1. Persons Authorized**

Chief Officers, Department directors or equivalent positions, and the Deputy Director of Employee Relations are authorized to incur expenses for meals for themselves and guests in local restaurants when required for the furtherance of official City business. Such expenses shall be reported via the iExpense form in the City's iMiAMi financial system for reimbursement, together with receipts and a notation of the names of the persons, and the purpose involved.

**2. Receipts**

Receipts will be required from the restaurant for any bills which amount to \$25.00 or more.

**N. Cancellation Fees Incurred**

Whenever the employee is not able to travel on City business and incurs a cancellation fee of any kind, the employee's supervisor shall determine if there is adequate cause for the employee to be reimbursed by the City.

**O. The City Commission - Motion 81-447**

When any City Commissioner is required to travel on City business, said Commissioner, upon return from his/her trip, shall submit his/her bills to the administration for immediate reimbursement.



## City of Miami TRAVEL REQUEST

REFERENCE: Labor/Management Policy Nos. 1-77 and 2-85 FL Sales Tax No: 85-8012740125C-1

<b>TRAVELER</b>	1. This Travel Request Is For: <input type="checkbox"/> Employee <input type="checkbox"/> Other (specify):	
	2. Name:	3. Title (held or applied for):
	4. Department:	5. Division:
	6. Mailing Address:	

<b>TRAVEL DATA</b>	7. Purpose of Travel:	
	8. Destination From:	
	9. Destination To:	
	10. Date of Departure:	11. Date of Return:
	12. Working Days Absent:	
13. Method of Travel: <input type="checkbox"/> City Vehicle (Skip to #15) <input type="checkbox"/> Private Vehicle (Go to #14) <input type="checkbox"/> Airline (Skip to #15) <input type="checkbox"/> Public Carrier other than airline. (Skip to #15)		
<b>LABOR RELATIONS USE ONLY</b>	14. Private Vehicle Data (attach proof of insurance)	
	Insurance Company Name:  Policy Expiration:	Insurance Requirements Met? <input type="checkbox"/> Yes <input type="checkbox"/> No Authorized:
		Certificate #:

<b>COST ITEMIZATION</b>	15.	
	Registration \$ _____	Meals: \$ _____
	Mileage \$ _____	Breakfast \$ _____
	Air Travel \$ _____	Lunch \$ _____
	Auto Rental \$ _____	Dinner \$ _____
	Taxi/Other \$ _____	Other \$ _____
	Lodging \$ _____	Total \$ _____

<b>EXP DATA</b>	16. Account Code(s)/PTAEO to Be Charged:
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<b>ADVANCE REQUEST</b>	17. Advance Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Date Check Needed by:
	19. If Applicable, Reason For Travel Advance Request:	

<b>APPROVALS</b>	<b>Approval Signature Required When Applicable in Accordance With APM 1-77</b>		<b>FINANCE USE ONLY</b>
	<b>AUTHORIZATION REQUEST</b>		Advance Control #:
	<b>REIMBURSEMENT APPROVAL</b>		<b>EXP - 00000001</b>
	Actual Travel Expenditure \$ _____		Check #:
	Traveler _____ Date _____	Traveler _____ Date _____	Processed By:
Department Director _____ Date _____	Department Director _____ Date _____	Date:	
Chief Officer/Asst. City Manager _____ Date _____	Chief Officer/Asst. City Manager _____ Date _____		
City Manager _____ Date _____	City Manager _____ Date _____		