SUBJECT: INITIAL READING: TO AMEND BOARD POLICY 6550, TRAVEL AND PER DIEM; AND BYLAW 0166, NON-PUBLIC MEETINGS

COMMITTEE: FISCAL ACCOUNTABILITY AND GOVERNMENTAL RELATIONS

LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES

During the 2018 Legislative Session, the Florida Legislature approved an amendment to Section 1001.39, F.S., requiring that all Board member travel outside the District that exceeds $500 requires prior approval by the School Board to confirm that the travel is for official business of the District and complies with rules of the State Board of Education governing travel. Any request for Board member travel outside the State must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all items of travel, lodging, and subsistence. Immediately preceding a request, the public must have an opportunity to speak on the specific travel item. The statutory requirement is effective on July 1, 2019.

In addition, Bylaw 0166, Non-Public Meetings, is proposed to be amended to specifically add fire safety to the issues the Board may meet privately to discuss under confidential security and fire safety meetings and to provide authority for a confidential security and fire safety meeting to be convened by the Superintendent or the Board Chair. Bylaw 0166 is also proposed to be amended in accordance with Agenda Item H-6 (Scheduling Non-Public Meetings), approved by the Board at its June 19, 2019, regular Board meeting and sponsored by Dr. Lawrence S. Feldman, Board Member. The item authorizes amending the bylaw to require polling for Board member attendance at non-public meetings to mirror the requirement for Board workshops and that at least two optional dates be provided for these meetings when polling. This item requests that the Policy be amended to provide that only after a minimum of six (6) Board members, upon being polled by the Chair have advised of their intent to attend a non-public meeting on a given date, shall the meeting be scheduled. In addition, at least two optional dates for these meetings must be provided when polling Board members.

Attached are the Notice of Intended Action and proposed policy amendments. Changes are indicated by underscoring words to be added and striking through words to be deleted.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Policies 6550, Travel and Per Diem, and Bylaw 0166, Non-Public Meetings.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Policy 6550, Travel and Per Diem, and Bylaw 0166, Non-Public Meetings.
NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 24, 2019, its intention to amend Policy 6550, Travel and Per Diem, and Bylaw 0166, Non-Public Meetings, at its regular meeting on September 4, 2019.

PURPOSE AND EFFECT: Proposed amendments to Policy 6550, Travel and Per Diem, will incorporate an amendment to Section 1001.39, F.S., requiring that all Board member travel outside the District that exceeds $500 requires prior approval by the School Board to confirm that the travel is for official business of the District and complies with rules of the State Board of Education governing travel. Any request for Board member travel outside the State must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all items of travel, lodging, and subsistence. Immediately preceding a request, the public must have an opportunity to speak on the specific travel item.

Bylaw 0166, Non-Public Meetings, is proposed to be amended to specifically add fire safety to the issues the Board may meet privately to discuss under confidential security and fire safety meetings and to provide authority for a confidential security and fire safety meeting to be convened by the Superintendent or the Board Chair. In addition, proposed bylaw amendments will require that only after a minimum of six (6) Board members, upon being polled by the Chair have advised of their intent to attend a non-public meeting on a given date, shall the meeting be scheduled. In addition, at least two optional dates for these meetings must be provided when polling Board members.

SUMMARY: Amendments to Policy 6550, Travel and Per Diem, are proposed to establish the new statutory Board member travel requirements in Section 1001.39, F.S. Bylaw 0166, Non-Public Meetings, is proposed to be amended to specifically add fire safety to the issues the Board may meet privately to discuss under confidential security and fire safety meetings and to provide authority for a confidential security and fire safety meeting to be convened by the Superintendent or the Board Chair. In addition, proposed policy amendments will require that only after a minimum of six (6) Board members, upon being polled by the Chair have advised of their intent to attend a non-public meeting on a given date, shall the meeting be scheduled. In addition, at least two optional dates for these meetings must be provided when polling Board members.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41 (1), (2); 1001.43(2), (5), (10); F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 119.071(3)(a); 281.301; 286.0113(112.061); 1001.39; F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF September 4, 2019, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by August 19, 2019, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by the School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

COPIES OF THE PROPOSED AMENDED POLICY and BYLAW are available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.
MEETINGS

Non-Public Meetings

A. Attorney-Client Sessions

The School Board and its attorneys may meet in private to discuss pending litigation to which the Board is presently a party under the following conditions:

1. The Board Attorney shall advise the Board at a public meeting that s/he desires advice concerning the litigation. Alternatively, the Board Attorney may submit a written request for an attorney-client session to the Board Chair.

2. The subject matter of the meeting shall be confined to settlement negotiations or strategy sessions related to litigation expenditures.

3. The Board shall give reasonable public notice on the Board’s website and a local newspaper of the time and date of the attorney-client session and the names of persons who will be attending the session. The session shall commence at an open meeting at which the persons chairing the meeting shall announce the commencement and estimated length of the attorney-client session and the names of the persons attending.
4. The entire session shall be recorded by a certified court reporter. The reporter shall record the times of commencement and termination of the session, all discussion and proceedings, the names of all persons present at any time, and the names of all persons speaking. No portion of the session shall be off the record. The court reporter’s notes shall be fully transcribed and filed with the Clerk of the Board within a reasonable time after the meeting.

5. At the conclusion of the attorney-client session, the meeting shall be reopened, and the person chairing the meeting shall announce the termination of the session.

6. The transcript shall be made part of the public record upon conclusion of the litigation.

7. Any discussions held during the attorney-client session and any materials presented at the session are confidential and may not be publicly disclosed, except as provided under Section 286.011(8), F.S.

B. Risk Management Sessions

The Board and its attorneys may meet in private to discuss the evaluation of claims filed with the risk management program or which relate solely to offers of compromise of claims filed with the risk management program. Until termination of all litigation and settlement of all claims arising out of the same incident, persons involved in discussions pertinent to the evaluation of a filed claim shall not be subject to subpoena in any administrative or civil proceeding with regard to the content of those discussions.
bylaws

THE SCHOOL BOARD OF
MIAMI-DADE COUNTY

BYLAWS

0160/page 3 of 6

All risk management sessions held between the Board, its
attorneys and members of the School District’s Risk
Management department shall abide by the recording
requirements. The Board Attorney shall communicate the
need for a Risk Management session to the Chair of the Board
who shall determine the date the meeting will be held.

Risk management sessions do not require public notice. Any
discussions held during a risk management session and any
materials presented at the session are confidential and may
not be publicly disclosed until termination of all litigation and
settlement of all claims arising out of the same incident,
although portions of the claim files may remain exempt from
disclosure.

C. Executive Sessions

The Board may meet privately in confidential executive
session to discuss issues related to collective bargaining.

All work product developed by the Superintendent or the
Board in preparation for negotiations, and during
negotiations are confidential and exempt from Public Records
laws.

The Superintendent shall notify the Board of the need for an
executive session at the earliest practical date before the
session is scheduled.

Executive sessions of the Board do not require public notice,
but the memorandum setting the date, time and purpose of
the session may be publicly disseminated. Any discussions
held during an executive session and any materials presented
at the session are confidential, and may not be publicly
disclosed.

D. Public-Private Partnerships and Unsolicited Proposals

In accordance with Section 255.065, F.S., and Policy 6327,
Public-Private Partnerships and Unsolicited Proposals, any
portion of a meeting of the Board during which an unsolicited
proposal that is exempt is discussed is non-public. Board
meetings to discuss exempt unsolicited proposals shall be
conducted in accordance with Policy 0166, Non-Public Meetings, and called and noticed in the same manner as a special meeting under Policy 0164, Notice of Meetings, and Policy 0165, Public Meetings.

A complete recording must be made of any portion of an exempt meeting. No portion of the meetings may be held off the record. The recording of, and any records generated during, the exempt meeting are exempt from Section 119.07(1), F.S., and Section 24(a), Art. I, Florida Constitution, until such time as the Board provides notice of an intended decision for a qualifying project or 180 days after receipt of the unsolicited proposal by the Board if the Board does not issue a competitive solicitation for the project.

If the Board rejects all proposals and concurrently provides notice of its intent to reissue a competitive solicitation, the recording and any records generated at the exempt meeting remain exempt from Section 119.07(1), F.S., and Section 24(a), Art. I, Florida Constitution, until the Board provides notice of an intended decision concerning the reissued competitive solicitation or until the Board withdraws the reissued competitive solicitation for the project.

A recording and any records generated during an exempt meeting are exempt for no longer than ninety (90) days after the initial notice by the Board rejecting all proposals.

E. Security and Fire Safety System Plan Meetings

In accordance with Sections 119.071(3), 281.301, and 286.0113(1), F.S., the Board may meet privately in confidential session to discuss issues related directly to or that would reveal the security or fire safety systems plans for any property owned by or leased to the Board.

All documents related to the meeting that would reveal a security or fire safety system plan or portion thereof are confidential and exempt under Public Records laws.

The Superintendent and/or the Chair of the Board shall notify the Board of the need for a confidential session to discuss security or fire safety system plans issues under this
section at the earliest practical date before the session is scheduled. The Board may also convene a confidential session under this section during any public meeting should the need arise.

These meetings are exempt from the requirements of the Sunshine law. No notice of the meeting or recording of the meeting is required. Any discussion held during these sessions and any materials presented are confidential and may not be publicly disclosed.

F. Penalties for Violation of Confidentiality of Closed Sessions

All participants attending these non-public meetings must maintain the confidentiality of the information provided and may not disclose this information to the public. Disclosure of confidential information may place the Board in a disadvantageous position in either litigation or in collective bargaining. In addition, disclosure of such confidential information could be a violation of the Code of Ethics for Public Officers and Employees as outlined under Chapter 112, F.S. A complaint shall be filed, if deemed appropriate, by the Ethics Advisory Committee with the Florida Commission on Ethics against any individual who is determined to have disclosed confidential information that was provided solely at any attorney-client, risk management, security or fire safety plan meeting, or executive session. The Florida Commission on Ethics has the authority to make final determinations with regard to such complaints. Participants at these sessions are not precluded from using the information provided in these sessions to fulfill the duties and responsibilities of their assigned administrative positions.

G. Settlement Authority

Any settlements of civil cases that are reached as a result of an attorney-client session and that are beyond the monetary threshold afforded to the Board Attorney shall be presented to the Board for approval. Settlements of tort cases that are reached as a result of direction given at a risk management session do not require Board authorization if they do not go beyond the previously established monetary thresholds.
H. Scheduling

The Board shall first consider Wednesdays to schedule all meetings in which Board members are requested to attend, recognizing that certain factors may impede consideration for Wednesdays including, but not limited to, advertisements, agenda publication deadlines, emergency meetings, annual organizational meeting, legislatively mandated periods for special meetings and budget public hearings, religious holidays, previously scheduled calendared conflicts and travel, legislative session, Dade Days, and graduations.

In addition, only after a minimum of six (6) Board members, upon being polled by the Chair through his/her designee, have advised of their intent to attend a non-public meeting on a given date, shall the meeting be scheduled. At least two optional dates for these meetings shall be proffered to Board members when polling. Once the meeting has been scheduled, the meeting may be held even if a quorum is not present for all non-public meetings except those for exempt meetings to consider public-private partnerships and unsolicited proposals for which a quorum must be present to conduct the meeting.

F.S. 119.07, 119.071, 255.065, 281.301, 286.011, 286.0113

Revised 6/18/14
Revised 1/25/17
Revised 4/17/19
These travel policies apply to employees and authorized individuals eligible to be reimbursed from either tax funds or an Internal Fund account for travel-related expenses. Authorized individuals include School Board members, Board administrative assistants, consultants, Title I parents, and chaperones of student travel. If the person to be reimbursed for travel expenses from tax funds is a Board employee, the Payroll Department will process the reimbursement. Individuals who are not Board employees (no employee number) will be reimbursed by the Accounts Payable Department.

The Payroll department shall have the authority to deny travel advance privileges to individuals or departments that fail to properly or promptly submit Travel Expense Reports. The Payroll Department shall have the authority to disallow any and all expenses not consistent with Florida law and Board policies.

Procedures relating to Travel are contained in the Travel Procedures Manual issued by the Office of the Controller – Payroll Department.

All requests for reimbursement of travel expenses shall be reasonable, customary, and ordinary for the type of trip taken. The greatest possible economy shall be obtained by avoiding unnecessary travel and joint travel by authorized travelers in a single vehicle whenever feasible.

The Superintendent shall develop regulations providing the conditions and requirements under which payment of travel expenses shall be made to implement this policy, according to Florida statutes, Florida Department of Education rules, Internal Revenue Regulations, and Board policies.

**Classification of Eligible Personnel**

The following classifications of personnel shall be eligible for reimbursement for travel expenses:

A. Board members, Superintendent, and Board Attorney;

B. administrative, supervisory and all other employees;
policy

THE SCHOOL BOARD OF
MIAMI-DADE COUNTY

FINANCES

C. employees representing the Superintendent and/or the Board on official school business or employees whose regular assignment necessitates travel from their official headquarters or post of duty on school business;

D. employees authorized to attend conferences and conventions of official educational agencies and of professional organizations;

E. authorized persons who are not employees of the school system.

Eligible Travel

Travel expenses will be approved for the following kinds of travel:

A. Travel within Miami-Dade County when it is part of official duties.

B. Travel outside of Miami-Dade County when:

1. The authorized traveler has been assigned to perform official duties or Board business elsewhere; or

2. The authorized travel is attending conferences and conventions of official educational agencies and of professional organizations.

Expenses for Travel within Miami-Dade County

Employees whose duties for the school system require them to travel within the county from their official headquarters or post of duty to other locations (Class C travel) shall be reimbursed for travel in a privately owned vehicle on the basis of a mileage allowance approved by the Superintendent.

Board members shall be reimbursed from the members' residence for travel incurred in the performance of a public purpose authorized by law to be performed by the Board, including, but not limited to, attendance at regular and special Board meetings.

A. Mileage Allowance

Mileage allowance shall be computed at the Internal Revenue Service Standard Mileage Rate effective upon publication by the Internal Revenue Service for distances traveled on official business. The rate per mile will be published by the Payroll Department
annually, or as deemed necessary.

After travel has been completed, the employee must prepare and submit the necessary forms for reimbursement.

B. Per Diem or Meal and Lodging Allowance for approved Travel on Official Business within Miami-Dade County

Per diem or meal and lodging allowances may be paid as prescribed in this policy when the traveler is assigned on official business outside of regular office hours and away from regular places of employment where it is considered reasonable and necessary, meal allowances are involved and overnight lodging is required and it is approved by the Superintendent.

Expenses for Travel Outside of Miami-Dade County

A. Reimbursable expenses for authorized travelers are shown under the heading, "Travel expenses - computation guidelines". Employees authorized to travel outside of Miami-Dade County shall be reimbursed in whole or in part from Board funds in accordance with Board-adopted travel expense computation methods, and when paid from the Internal Fund accounts, shall be subject to all provisions set forth in the school, and in the Manual of Internal Fund Accounting for Elementary and Secondary Schools, Internal Fund/School Activities – Specific Procedures, incorporated by reference in policy if:

1. the employee is assigned to perform official duties elsewhere, e.g., travel to recruit teachers;

2. the employee is authorized to attend conferences or conventions of official educational agencies and of professional organizations.

B. The following general regulations shall be applicable to travel of employees:

1. Temporary Duty - Any employee in order to be eligible to have expenses paid for travel shall have completed in advance of such travel an approved Electronic Travel Approval/Reimbursement Request (TRVL).
2. Representative of the Superintendent - Travel of an employee as the representative of the Superintendent shall be approved only by the Superintendent.

3. Maximum Expenses

   a. Board members and the Superintendent, or designee, may approve travel expenses up to a maximum of $3,500, excluding registration fees and tuition.

   b. Administrators reporting directly to the Superintendent may approve travel expenses for personnel under their jurisdiction up to a maximum of $2,500; however, the Superintendent retains the sole authority of approving the reimbursement of actual expenses exceeding the $2,500 limit to the maximum of $3,500, excluding registration fees and tuition.

   c. Out-of-county trips estimated to exceed $3,500 must be approved by the Superintendent and the Board before travel commences if reimbursement is expected for the full amount.

   d. If the business of the school system requires the employee to visit more than one city, such as with District recruiters, the total travel expense reimbursement shall not exceed the maximum allowed per trip for each city visited.

4. Approval Requirements

   a. Board members: Individual Board members may approve their own Request for Travel Expenses or that of their administrative assistants. In addition, any Board member travel outside the District that exceeds $500 requires prior approval by the Board to confirm that the Board member’s travel is for official business of the District and complies with rules of the State Board of Education. Any Board member’s request for travel outside the State must
include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all items of travel, lodging, and subsistence. Immediately preceding a Board member’s request for approval, the public must have an opportunity to speak on the specific travel agenda item.

b. Superintendent and Board Attorney: The Superintendent and Board Attorney may approve their own Request for Travel Expenses.

c. Assistant Board Attorneys: Approval by the Board Attorney is required.

d. Cabinet Members: Approval by the Superintendent, or designee, is required.

e. Senior Staff: Approval by the corresponding Cabinet member is required.

f. Principals: Approval by the Regional Center Superintendent is required.

g. Non-school site employees: Approval by the immediate supervisor and the corresponding administrator at the Assistant Superintendent level is required.

h. Assistant Principal/School site employees: Approval by the Principal is required.

5. Maximum Number of Employees

a. The Superintendent may establish annually the maximum number of administrative, supervisory, or other employees to be approved to attend the same national or regional professional conference or convention.

b. One teacher in each teaching subject-area may be selected by each Regional Center Superintendent to attend a national meeting of the teacher’s subject-area field.
6. Reimbursement of Expenses by Other Agencies

Employees who are requested or directed to attend conferences or conventions sponsored by the Florida Department of Education, or by other institutions or vendors, may be approved for full expenses when such entities agree to reimburse the Board in full.

Reimbursement of Expenses

Reimbursable expenses will not be paid from Board funds until after the authorized traveler has returned from the trip, completed, and submitted to the Payroll Department an approved Electronic Travel Approval/Reimbursement Request (TRVL) with required supporting documents attached. Expense reports must be filed within ten (10) days after travel is completed.

The following exceptions related to cash advances, direct payments to vendors for meals and lodging in connection with travel and required advance registration fees, shall be used infrequently and only with the express approval of the Superintendent:

A. Cash Advancements

Cash advancements to authorized travelers on official business in an amount not to exceed the estimated out-of-pocket reimbursable expenses, which may not exceed the approved maximum, may be authorized by the Superintendent. Authorized traveler shall submit a final accounting with all necessary supporting documents within ten (10) working days following return from official travel status. The traveler must refund the amount of cash advancement exceeding the approved actual expenses. Any balance due to the traveler will be paid in the normal course of auditing and reimbursement procedures.

If the traveler fails to comply with the ten (10) working days requirement to submit a final accounting, the Payroll Department is authorized to collect the cash advancements from the employee’s regular bi-weekly payroll payment.
policy

THE SCHOOL BOARD OF
MIAMI-DADE COUNTY

FINANCES

6550/page 7 of 13

B. Travel Reimbursements to Non-Board Employees

Direct reimbursement to non-Board employees (referred to as "vendors" by Accounts Payable) for authorized Class A or Class B travel, for meals, lodging, transportation and necessary incidental expenses (excluding tips and gratuities), may be authorized by the Superintendent not to exceed the established per diem or meal allowances allowed by State law and Board policy. A final accounting with all necessary supporting documents shall be provided by the non-Board employee within ten (10) working days of return from official travel status. Non-Board employee reimbursements are paid by the Accounts Payable Department through the issuance of a purchase requisition.

C. Advance Registration Fees

Required advance registration fees for authorized travelers attending seminars, training sessions, conferences, conventions or other similar meetings requested by the administration may be paid from Board funds, and a final accounting shall be made within ten (10) working days following the return from official travel.

D. Travel Arrangements

Required purchase of airline tickets for authorized travelers on official Board business may be paid from Board funds. Travel arrangements will be made by the employee utilizing existing Internet providers, the employee’s own travel agency, or the Board approved travel agencies. When other than the Board approved travel agencies are used, and before a reservation is made, the employee must obtain two (2) complete lists of available airfares from different sources, indicating the departing and destination cities, as well as the cost of the airline ticket. The listings must be attached to the reimbursement request. Acceptable listings can be obtained from a travel agency or Internet providers.
Travel Expenses Not Authorized

Travel expense reimbursement shall not be authorized for:

A. Any employee who received college credit for work done while in attendance at a workshop, seminar, conference, or similar meeting.

B. Classroom teachers to attend subject-area meetings or conferences unless the classroom teacher is authorized to attend such meeting by the school principal.

C. Any employee to attend the annual convention of state professional organizations, unless requested to attend by the administration for work related business.

D. No tips or gratuities of any kind.

Travel Expenses Paid from Grant Funds

For travel paid with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the grant award, and (2) the costs are reasonable and consistent with the Board’s travel policy.

Travel Expenses Paid from School Internal Fund Accounts

Travel expenses paid from school Internal Fund accounts may be authorized under the following conditions:

A. The Board approved method for transportation and per diem or meal expenses/allowances shall be used in computing reimbursable expenses for all such trips.
B. Principals and other school administrators may attend any recognized national, regional, or state professional group meetings which deal with their respective school level, provided such travel is authorized by the Regional Center. Any such travel expenditures will be subject to all provisions in the Manual of Internal Fund Accounting for Elementary and Secondary Schools, Internal Fund/School Activities – Specific Procedures, incorporated by reference in policy.

C. Coaches may attend out-of-state coaches’ meetings. Only one full reimbursement may be obtained by any one coach per fiscal year for expenses. One other reimbursement for a similar approved trip during the same fiscal year may be paid to any one coach provided that the coach pays one-half of the expenses.

**Travel Expenses of Other Authorized Persons**

As provided by Florida statutes, travel expenses may be authorized from Board funds for:

A. A person who contributes services as an advisor or consultant; or

B. A person who is a candidate for an executive or professional position.

To be reimbursed for travel expenses, such persons must have been approved by the Superintendent or designee and travel documents must be submitted to the Accounts Payable Department which reflect a complete explanation and justification of such expenses, in accordance with this rule.

**Computation Guidelines**

The following guidelines shall be used in computing reimbursement of travel expenses for authorized travelers of the Board.

A. Transportation By Privately Owned Vehicle

1. The amount shall be the maximum provided by law for round trip according to a current map of the Florida Department of
Transportation. Necessary local vicinity travel shall be shown separately on the voucher.

2. Necessary parking and storage fees; bridge, road, ferry, and tunnel tolls (original receipt required).

3. Private vehicles should be shared whenever possible to minimize travel costs. However, no traveler shall be entitled to mileage or transportation expense when he/she is gratuitously transported or transported by another traveler who is entitled to mileage or transportation expense.

4. Reimbursement for use of private vehicles must not exceed the most economical airfare when adequate air service is available.

B. Transportation by Common Carrier

Reimbursement is authorized for necessary travel accomplished by a usually traveled route on common carrier (train, bus, commercial airline operating scheduled flights, or rental car from an established rental car agency) at the most economical rate, necessary taxi and bus fares, and set charges for baggage handling (original receipts required for all items mentioned). No tips or gratuities of any kind shall be reimbursed.

When expenses for airline tickets are being paid, an invoice or statement clearly indicating the amount paid by the employee must be attached to the reimbursement request.

Under no circumstances is an employee authorized to travel using a private aircraft or a non commercial/non-registered seagoing vessel while on official Board business.

C. Per Diem or Meals and Lodging Allowance for Out-Of-County Travel

1. For travel period extending overnight:

   a. Class A travel - continuous travel of twenty-four (24) hours or more away from official headquarters. Travel periods are for a calendar day (midnight to midnight).
b. Class B travel - continuous travel of less than twenty-four (24) hours which involves overnight absence from official headquarters. Travel period starts with time of departure and ends with time of return.

c. The maximum reimbursable amount provided by law for per diem for meals and lodging will be published by the Payroll Department annually, or as deemed necessary. When fractions of days are involved, there shall be allowed one-fourth of that amount for each quarter day or fraction thereof. Six-hour periods starting at midnight for Class A travel and time departure for Class B travel shall count as quarter days.

d. For travel period overnight to a convention or conference or out of State:

On official school business, the authorized traveler may be allowed actual expenses for lodging at single occupancy rates, substantiated by a lodging receipt, plus the maximum amount provided by law for each day for meal allowances. Total reimbursement shall not exceed Board approved maximum.

2. Class C Travel

Travel for short or day trips where the traveler is not away from official headquarters overnight, for which expenses for meals are allowed, shall be reimbursed at the maximum amount provided by law.

3. Meal Allowances

Meal allowances are governed by Florida statute. The Payroll Department will publish the current allowable amount annually, or as deemed necessary.

Breakfast allowance is when travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch allowance is when travel begins before 12 noon and
Dinner allowance is when travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

Meal reimbursements for non-overnight, out-of-county travel (use Voucher for Reimbursement of Meals for Travel Not Requiring an Overnight Stay - FM-4557), are considered taxable compensation to the employee or other authorized traveler.

4. Reimbursement by a State or Local Institution

When meals or lodging are to be reimbursed by a state or local institution, the traveler shall be reimbursed the actual costs of such items, not to exceed the maximum amounts otherwise permitted.

5. Registration Fee

Where a registration fee is charged for attending a conference, convention, seminar, or similar type meeting, the expense of such fee shall be allowed and shall be excluded from the computation of the maximum allowable travel expense.

If the cost of any meals is included as part of the registration fee the allowance for meals must not be claimed or must be deducted if the per diem method for meals and lodging is used.

When attending a conference, convention, seminar, or similar type of meeting, an agenda must be included with the reimbursement request.

6. Communications

Reasonable and necessary communication expenses for official business while on authorized travel status, such as telephone, fax, mail, and other similar items, shall be reimbursed when properly documented and supported by paid receipt.
7. Car Rental

The car rental must be an economy-sized vehicle (i.e., compact car). If other than an economy-sized vehicle is needed, written justification must be submitted.

The employee’s supervisor should consider the following guidelines before approving the use of a rental car:

a. A rental car is more cost-effective than other means of ground transportation.

b. The amount of materials/equipment transported precludes use of other ground transportation.

c. No other transportation is reasonably available at the time(s)/location(s) required.

Use of a rental car shall be reimbursed when properly documented and supported by paid receipt.

Administrative Procedures

The Superintendent is authorized to develop and implement a Manual of Travel Procedures that describes the processes to implement this policy.

F.S. 112.061, 1001.39
F.A.C. 6A-1.056
2 C.F.R. 200.474

Revised 10/5/16

© NEOLA 2016