

FOOD AND NUTRITION PROCEDURES

Number	G-10
Reviewed	July 2009
Effective	July 2009
Page	1 of 2

Miami-Dade County Public Schools

Subject: IN-COUNTY TRAVEL

For Action By: PRINCIPAL, FOOD SERVICE MANAGER

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION

The following food service personnel are eligible for reimbursement for in-county travel:

- A. Training food service managers who must travel as part of their duties.
- B. Satellite assistants who regularly transport food utilizing their own vehicle.
- C. Food service employees who substitute for the employee who is responsible for transporting food.
- D. Base school food service managers who have responsibility for satellite programs.
- E. Food service managers who must make emergency food purchases or pick-ups. Emergencies must be approved by food service administrators on an individual basis.
- F. Food service managers, assistant food service managers, and satellite assistants who attend meetings or activities approved by Department of Food and Nutrition. **In-county travel may only be claimed by the employee driving and utilizing their vehicle. In-county travel may not be claimed by employees who are passengers within that vehicle.**

PREPARING VOUCHER FOR REIMBURSEMENT OF IN-COUNTY TRAVEL

1. Travel requests are to be submitted on the "Voucher for Reimbursement of In-County Travel" form [FM-0148](#) to the Department of Food and Nutrition. Only the approved form is accepted and **the form must be typed**.
2. The **complete address must be indicated** if the point of origin or destination is not an M-DCPS location.
3. The period covered cannot be older than one (1) year and the amount must be more than \$50 (except during June).
4. All receipts for parking, tolls, etc., **must be taped** onto an 8 ½ x 11 sheet. **NO STAPLES!**
5. The following fund structure must be used:

<u>WORK LOC.</u>	<u>OBJECT</u>	<u>PROGRAM</u>	<u>FUNCTION</u>	<u>CHARGE LOC.</u>
9025	5330	5200	7600	9915

6. The form must be signed by the employee and the Supervisor of the Charge Location, which is the Supervisor of Food and Nutrition, not the Principal of the school or base school.
7. The Principal of the school or base school must initial the Voucher for Reimbursement of In-County Travel to acknowledge having reviewed the form before submitting to your food service coordinator.

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Page	2 of 2

Miami-Dade County Public Schools

IN-COUNTY TRAVEL (continued)

MILEAGE REIMBURSEMENT RATE

The travel reimbursement will be at the Board approved rate.

Per amended In-County Travel Policies Manual, which is incorporated by reference and is part of School Board Rule 6Gx13-4C-1.07, effective July 11, 2007.

Transportation expenses between your home and your main, or normal, place of work (base of operations) and back home, are considered personal commuting expenses, and therefore are *never* reimbursable (including weekends and holidays).

Employees who depart from and return to their work location may claim the total miles driven while on official School Board business.

Miles traveled by an employee who departs from home to a business location shall not be reimbursed if the mileage traveled to the first business location is less than the mileage from home to the employee's regular work location. However, any excess mileage on the first trip and all mileage on subsequent trips is reimbursable, *except for the last trip of the day.*

Mileage traveled by an employee who returns home from a business location is not reimbursable if the mileage from the employee's last business location to home is less than the mileage from the employee's regular work location to home. However, any excess mileage is reimbursable.

Upon receipt of travel forms a recap of the travel report is completed by the Department of Food and Nutrition. This recap will show employee name, employee number, work location and payroll code. These recaps, along with the mileage reports, will be submitted to the Payroll Department for payment.

Due to the large volume of payments necessary and the high cost of processing individual checks, reimbursement requests should not be submitted unless the total dollar amount is \$50 or more. This rule is in effect except at the end of the school year when the \$50 minimum is waived in order to close out the fiscal year, as long as the deadline designated by the Payroll Department is met.