

MIAMI-DADE EXPRESSWAY AUTHORITY (MDX)

***BUSINESS TRAVEL POLICY AND PROCEDURES**

(*The Business and Travel Policy and Procedures of MDX shall be subject in all respects to applicable provisions of Florida law, including without limitation Florida Statutes Section 112.061, as amended, and any successor provision thereof.)

Section A. GENERAL RULES

- 1.) All travel must be by a usually traveled route. If a person travels by an indirect route for his/her own convenience, any extra costs shall be the responsibility of the traveler. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The Executive Director may designate the most economical method of travel for each trip. **Any traveler combining personal and business travel *must* provide a signed statement showing that portion of the airfare travel costs were associated with MDX business travel.**
- 2.) Transportation by common carrier shall be substantiated by an original receipt.
- 3.) The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the MDX Board of Directors or the Executive Director. Whenever travel is by privately owned vehicle and the traveler pays out-of-pocket expenses for gasoline, the traveler shall be entitled to a mileage allowance as set by MDX and as shown on the MDX Auto Expense Reimbursement form which shall be in accordance with the Federal Government rate; or as permitted by law. Mileage shall be shown from point of origin to point of destination. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item.
- 4.) Individuals traveling on MDX business and requesting reimbursement from MDX shall be required to sign a MDX Travel Expense Report Form (Appendix C) for expenses incurred.
- 5.) Board Members and the Executive Director must obtain prior approval from MDX's Board of Directors; Authority employees must obtain prior approval for travel from the Executive Director by completing the MDX Travel Request Form (Appendix A).

Section B. APPROVAL FOR TRAVEL

MDX will reimburse Board Members and staff reasonable business travel expenses incurred while on approved MDX business. All business travel must be authorized and approved as follows:

- Board Members and the Executive Director in advance (whenever practical) by the MDX's Board of Directors, and
- MDX staff in advance by the Executive Director using the MDX Travel Request Form (Appendix A). The Travel Request form must state how the trip will be useful and/or

beneficial to conducting MDX business; not simply restating the name of the training, conference, etc. Travel Request forms that do not comply will be returned to the party submitting the approval request.

Note: MDX's Board of Directors reserves the right to limit the number of Board Members and MDX staff authorized and approved to attend large events such as the IBTTA Annual Meeting.

Unless otherwise approved by the Board, any Board Member who has not attended in person at least one-half of the monthly Board Meetings and one-half of the assigned committee meetings held during the preceding twelve (12) month period shall not be approved for travel on Authority business, except that if such Board Member has served on the Board for less than twelve months such Board Member shall be approved for travel on Authority business if such Board Member has attended at least one-half of the monthly Board Meetings and one-half of the assigned committee meetings held during the period for which such Board Member has served on the Board. In determining the number of absences from Board Meetings for purposes of this paragraph, absences on account of health reasons or family death or emergency shall not be counted.

Section C. GUIDELINES FOR MAKING TRAVEL ARRANGEMENTS

Board Members and MDX staff must use the following guidelines when making arrangements for approved business travel:

- Use the most economical and efficient method of transportation available, considering travel time, costs and work requirements.
- Arrangements for rental vehicles are to be made through the state contract vendor whenever possible.
- When making lodging accommodation arrangements, travelers should request the most economical rate available including, but not limited to, government rates if available.

NOTE: Any MDX employee who is involved in an automobile accident while traveling on business must promptly report the incident to their immediate supervisor or the Executive Director and file a police report. Vehicles owned or leased by MDX may not be used for personal use.

Section D. REQUEST FOR REIMBURSEMENT OF EXPENSES

Item 1. Reimbursement for Automobile Expense and Mileage ONLY

MDX staff with the exception of the Executive Director and Directors must submit a completed MDX Automobile Expense and Mileage Reimbursement Report (Appendix B) for all vehicle-related business expenses not associated with other out-of-town business travel. This form should be completed on a monthly basis and submitted no later than 30 days after the end of the month in which the expenses were incurred. The Automobile Expense and Mileage Reimbursement Report must be approved by the Executive

Director or CFO. The approved form should be submitted to Accounting who will process the reimbursement.

Travel from an employee's home directly to a meeting should occur only if the travel destination is closer to their home versus commuting to work first. For example, if an employee lives in Broward County and has an early morning meeting in Pompano, it would make more sense to drive directly to the meeting from home. Under all other circumstances, MDX staff should commute to work and obtain an MDX vehicle for travel to the meeting location.

When it is more feasible to commute directly to a meeting from home, MDX staff should deduct their normal commuting mileage from the mileage claimed (i.e. claims are to be submitted only for mileage in excess of the employee's normal commuting mileage).

Personal vehicles are to be used for travel to meetings only as illustrated above or under unusual or extenuating circumstances

Item 2. Reimbursement

Upon completion of travel, the following procedures should be followed:

- Board Members must submit all original receipts for applicable expenses and the original travel itinerary to MDX's Board Secretary for completion of the travel claim for reimbursement of expenses.
- MDX staff must complete an MDX Travel Expense Report (Appendix C) and submit the approved Report signed by the Executive Director along with travel itinerary, the approved Travel Request form and original receipts for applicable expenses to the Office Manager for review and forwarding to Accounting for processing.

MDX staff should contact Human Resources for guidance and assistance on procedures related to travel arrangements, expense account reports, reimbursement for specific expenses or any other business travel issues.

Any abuse of the business travel expense policy, including falsifying expense reports to reflect costs not incurred by a Board Member or Authority employee can be grounds for disciplinary action, including termination.

Section E. CANCELLATION/CHANGE IN TRAVEL ARRANGEMENTS

Additional costs incurred by Board Members or MDX staff for changes to or cancellation of travel arrangements will be the responsibility of the traveler. Under extreme circumstances, MDX may authorize reimbursement for additional costs incurred for cancellation or change of travel arrangements. Some examples of valid reasons are:

- Death of family member,
- Illness of traveler or family member,
- Natural disaster, or
- Other reason approved by the Executive Director or MDX Board of Directors.

Section F. TYPES OF TRAVEL DEFINED AND COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT

Item 1. TYPES OF TRAVEL

- 1.) CLASS A TRAVEL - Continuous travel of 24 hours or more away from official headquarters (defined as the city or town in which the office is located).
- 2.) CLASS B TRAVEL - Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
- 3.) CLASS C TRAVEL - Travel for short or day trips where the traveler is not away from his/her official headquarters overnight. Class C travel may include travel within the city where the official headquarters are located.
- 4.) FOREIGN TRAVEL – Foreign travel shall be reimbursed in accordance with Florida Statute Section 112.061.

Item 2. COMPUTATION OF TRAVEL TIME

The following information shall be used in computing travel time for purposes of reimbursement:

- 1.) CLASS A TRAVEL – *TRAVEL DAY* shall be a calendar day (midnight to midnight) and is defined as a period of 24 hours consisting of four (4) quarters of six hours each.
- 2.) CLASS B TRAVEL – *TRAVEL DAY* shall begin at the same time as the travel period and is defined as the period of time between time of departure and time of return.

Section G. PER DIEM AND SUBSISTENCE ALLOWANCE

- 1.) *Class A & B travelers* shall be allowed **either** of the following for each day of travel at the option of the traveler:
 - a.) Eighty dollars per diem or such greater amount as may be provided in Florida Statute Section 112.061 from time to time; or
 - b.) Reimbursement for meals as shown below plus actual expenses for lodging at a single-occupancy rate to be substantiated by an original paid lodging bill.

For *Class A* travel, the traveler **can switch** between per diem and meals plus lodging expenses. For *Class B* travel, the traveler **can not switch** between per diem and meals plus lodging expenses.

For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel

period if the traveler elects the option of eighty dollars per diem (refer to the Per Diem Clock information below).

- 2.) *Class C travel* shall not be reimbursed on a per diem basis, but shall receive subsistence for meal allowances as shown below.
- 3.) Meal allowances shall be reimbursed as follows:
 - Breakfast \$6.00 - When travel begins before 6 A.M. and extends beyond 8 A.M.
 - Lunch \$11.00 - When travel begins before 12 Noon and extends beyond 2 P.M.
 - Dinner \$19.00 - When travel begins before 6 P.M. and extends beyond 8 P.M., or when travel occurs during nighttime hours due to special assignment.

The meal allowances set out above shall be automatically adjusted in accordance with Florida Statutes Section 112.061.

- 4.) The reimbursement schedule for per diem for Class A and Class B travel is divided into four (4) 6-hour cycles.
 - a.) For Class A travel, the per diem clock is based on the calendar day starting at midnight:
 - 12:00 a.m. (midnight) to 6:00 a.m.
 - 6:00 a.m. to 12:00 p.m. (noon)
 - 12:00 p.m. (noon) to 6:00 p.m.
 - 6:00 p.m. to 12:00 a.m.
 - b.) For Class B travel, the per diem clock is based on the travel period starting at the time of departure.

No one shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by MDX. Meals must be deducted from meal allowance or per diem if included in registration fee. Meals that are not negotiated but routinely provided to all patrons by a lodging establishment or airline are NOT required to be deducted from per diem or meal allowances.

Section H. LODGING

For Class A and Class B travel:

- 1.) Travelers should make the most economical lodging arrangements available. Travelers must request the government or most economical rate. MDX reserves the right to place a maximum threshold amount on the per night reimbursement for lodging.
- 2.) Original receipts for allowable lodging expenses are required when the traveler requests reimbursement for actual expenses.
 - a.) Credit card receipts are not acceptable.
 - b.) Original receipts must be from the lodging establishment with the establishment's name, address and telephone number, as well as the traveler's name.
 - c.) Lodging charges on the receipt must be itemized per day.

- d.) Other allowable incidental expenditures appearing on the receipt must be itemized.
- 3.) Travelers cannot claim lodging within 50 miles of their headquarters or residence, whichever is nearest to the destination, **unless justified and expressly approved in advance by the Executive Director or MDX's Board of Directors.** Sufficient justification may include late night or early morning job responsibilities and excessive travel time because of traffic conditions.
- 4.) Travelers whose lodging expense is included in a registration fee can only claim meals, not per diem, on those days that lodging is included in a registration fee.

Section I. INCIDENTAL EXPENSES

- 1.) Incidental expenses are miscellaneous costs incurred by a traveler as a direct result of traveling, such as reproduction and communication costs itemized on a lodging receipt, taxi fares, parking fees, tolls, tips, etc., and original receipts, where applicable, must be submitted for reimbursement.
- 2.) Other expenses required to perform official MDX business that are incurred while in travel status, such as reproduction and communication costs from an outside source, commodity purchases (office supplies, file, batteries, etc.) will be reimbursed upon submission of original receipts. Reasons for incurring the expenses should be noted on the receipt as back-up information.
- 3.) Incidental expenses must be identified.
- 4.) Receipts must be original. If the original receipt is lost, an affidavit signed by the traveler certifying the costs is required.
- 5.) The following incidental travel expenses may be reimbursed to the traveler when substantiated by original receipts:
 - a.) Taxi fare,
 - b.) Gasoline expense for rental or personal vehicle,
 - c.) Tolls (road, bridge, ferry, tunnel, etc.)
 - 1.) For travelers using SunPass, a receipt is not required; however, SunPass must be noted on the request for reimbursement or the MDX Travel Expense Report Form.
 - d.) Storage or parking fees
 - 1.) Long-term parking should always be utilized when parking at public transportation terminals. Costs incurred for short-term parking must have a justification attached and may result in reimbursement at long-term rates only.
 - 2.) If meter parking is used, indicate "meter parking" on the request for reimbursement or the MDX Travel Expense Report Form.
 - 3.) Receipts or itemized charges on the hotel receipt for mandatory valet parking require a statement from the traveler on the request for reimbursement or on the MDX Travel Expense Report Form that the charges were mandatory (not optional).
 - e.) Communication expense (such as phone calls, faxes, etc.)
 - 1.) Receipts or itemized charges on the hotel receipt for communication (telephone, fax, etc.) expenses require a statement on the request for reimbursement or the MDX Travel Expense Report Form that the

expenses being claimed were for MDX business. For expenses such as reproduction and/or facsimile charges, the traveler must provide a statement regarding the reason for the service. **Exception:** For overnight stays, travelers will be allowed one personal telephone call per overnight stay not to exceed ten dollars or ten minutes, whichever is greater to call family. Phone calls to family **must** be identified as such on the paid lodging bill.

- f.) Reasonable tips and gratuities (receipts are not required) may be reimbursed in accordance with the following guidelines:
- 1.) All tips and gratuities must be explained on the request for reimbursement or the MDX Travel Expense Report Form.
 - 2.) Tips paid to taxi drivers shall not exceed fifteen (15) percent of the fare.
 - 3.) Tips paid for airport shuttle service shall not exceed \$1.00 per trip.
 - 4.) Tips paid for **mandatory** valet parking incurred in the performance of public business shall not exceed \$1.00 per occasion.
 - 5.) Portage charges paid shall not exceed \$1.00 per bag and shall not exceed a total of \$5.00 per trip. **Justification is required when more than two (2) bags are transported.**