



Board of County Commissioners

Operating Procedures

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Table of Contents

Introduction	3
Table of Organization	3
Employment Procedures	3
Commission District Office Budget	5
Procurement/Purchasing	6
Travel Procedures	11
Community-based Organization Funding	14
Office of the Chair	15
Additional Resources	16

Introduction

The advent of term limits will introduce more frequent changes for the Board of County Commissioners (Board or BCC) than have been experienced in the past. To ensure a smooth transition as newly- elected Commissioners enter and former Commissioners leave office, the following operating procedures have been detailed. This document provides general information from office set up and office budget usage to employment and procurement procedures and discretionary funding allocation process, to name a few. The goal of the document is to assist both incoming and outgoing staff in navigating the County structure/systems to ensure continuity of service to district constituents through as seamless a transition as possible.

Upon being elected, Commissioners-elect should meet with the County Attorney, the Administration to include the Human Resources (HR) Department, Internal Services Department (ISD), the Office of Management and Budget (OMB) and the BCC Support Staff Services Division among other BCC Divisions to become familiar with County policies and procedures.

Table of Organization

BCC Divisions

In addition to the 13 Commission District offices, the BCC also includes 11 divisions:

Office of the Chair	International Trade Consortium
Agenda Coordination	Media
Community Advocacy	Military Affairs Board
Commission Auditor	Policy and Budgetary Affairs
Intergovernmental Affairs	Protocol
Support Staff Services	

There are various sections of the Miami-Dade County Code (County Code or Code) that govern how these offices operate. The “Additional Resources” section of this document contains links to each section of Code specific to various BCC divisions for your review. This section also includes a link to the BCC’s table of organization and current fiscal year budget along with other important resources.

Employment Procedures

Each Commissioner-elect will meet with the Department Personnel Representative (DPR) within the BCC Support Staff Services Division. The DPR will then provide a copy of the employment benefits afforded to each Commissioner and contact information for HR Staff. In addition, the DPR will provide a listing of the job classifications used to hire staff for District Offices, along with a description of all associated benefits to begin the staff set up process. The DPR, in consultation with the Office of Policy and Budgetary Affairs (OPBA), will also provide general compensation ranges for each job classification that may be utilized to hire staff.

Beginning Service with the Board

As part of the employment process, each employee receiving health insurance (all full-time and eligible part-time employees), including the Commissioner, is required to receive a pre-employment health screening as referenced in County Procedures Manual - [Procedure No 401](#) and [Implementing Order 7-41](#).

Although recommended, part-time employees not eligible for health insurance are not required to receive a pre-employment health screening. This information is provided upon request through the Board's DPR. The hiring process will generally take no longer than three weeks to complete from the time the employee completes the pre-employment health screening to the time he/she has the picture taken for his/her employment identification card. Each eligible employee, including the Commissioner, will qualify for medical and dental insurance from the first day of employment.

Note: Employees hired at the beginning of a pay period will avoid salary computation errors or retroactive adjustments. Support Staff Services will assist in identifying pay period start dates.

When hiring staff, the Commissioner must provide a memorandum addressed to the Board's DPR that includes the following information:

- Employee name, address and contact information
- Employment Start Date
- Annual Salary Value and Associated Benefits

Employees will receive a copy of the County's [Leave Manual](#) and [Personnel Rules](#). These documents provide guidance on accruals and usage on the various types of leave (sometimes referred to as paid time off or PTO) afforded to County employees.

In addition, new employees must attend a new employee training provided by the County's Human Resources (HR) Department. The training provides an overview of County government and its structure, personnel policies, employee benefits and employee performance process. You can visit the [HR website](#) where much of this information can be accessed.

All employees of the Board of County Commissioners are at-will employees with no classified rights; employment may be terminated effective immediately, with or without cause.

Employee(s) assigned telecommunication devices must adhere with provisions contained in Administrative Order 5-5 "[Acquisition, Assignment and Use of Telecommunication Devices and Network Resources](#)." Telecommunication devices and network resources include, but are not limited to: computers, cellular telephones, pagers and other wireless devices, telecommunication equipment, access points, switches, routers, data, data storage devices, network capable devices, internet and e-mail services, phones, radios, wireless transmission equipment and devices, and any other related County owned or operated information technology hardware or software resources.

Ending Service with the Board

Employees exiting County service must return all County-issued equipment including, but not limited to, electronic devices such as cell phones, computers, tablets, earphones, headphones, microphones, cameras, the County Employee ID card and, if applicable, the parking key card or any County-branded parking pass(es). Should the employee wish to retain any of the County issued equipment, the employee must reimburse the depreciated value of said equipment and work with his/her telecommunications carrier to add the device to their personal account. The BCC Support Staff Services Division will work with each employee to make the transition as smooth as possible.

In practice, an employee being terminated may, at the discretion of the District Commissioner (or Chairperson, should the employee work for a division of the BCC), request to transfer through the pipeline assistance process affording the employee a 30-day period to apply for County jobs and go through the interview process. The employee remains on the respective Commissioner's district office budget during the pipeline process period. At the sole discretion of the District Commissioner or the Chairperson, the pipeline period may be extended beyond 30 days.

In practice, employees transferring to another County position and/or department should also return all BCC-issued equipment but may keep the County Employee ID until a new one is issued.

Commission District Office Budget

On an annual basis, the BCC's OPBA develops the operating budget for the Board of County Commissioners that is submitted to OMB for review and inclusion in the Mayor's Proposed Budget and later adopted by the Board. OPBA also provides on a periodic basis, or upon request, each Commission Office with operating budget actual expenditures and/or projections.

The operating budget includes funding for both a central office located within the Stephen P. Clark Government Center (SPCC) and a satellite office located within each Commission District. The operating budget supports operating costs of the district offices, as well as up to ten staff positions, although the number of filled positions may vary based on the salary offered to employees. The County is responsible for budgeting and paying for employee benefits such as medical, dental and life insurance, as well as Florida Retirement System (FRS) contributions and other employee benefits. The operating budget also includes funding for the Commissioner's expense allowance which is established to assist with expenses associated with their official duties. In addition, office budgets include funding to support roving crew functions within the district. Roving crews are used to help report neighborhood district issues such as traffic signalization issues, illegal dumping locations, streetlight outages and/or any other issues along the public rights-of-way to the County Mayor or Mayor's Designee and/or Administration. Furthermore, the Board has a large degree of flexibility when spending office budget funds, so long as expenditures do not exceed the total adopted district budget and benefit the residents of Miami-Dade County. OPBA staff will meet with each Commissioner-elect and provide office budgetary information.

Office Set Up

For newly elected officials, the adopted budget will include separate capital funding to help set up the new offices. This funding is used to renovate space and purchase furnishings and equipment, i.e., computers, copiers, cell phones, etc. These funds must be used within the first two years of the Commissioner's first term. Any unused funds will revert to the General Government Improvement Fund.

BCC Support Staff Services will provide contact information for the ISD Design Services division responsible for assisting with the new office set up. This includes location of new space, if needed, space layout design, coordinating with the Information Technology Department (ITD) and ordering office furniture and equipment. The BCC Support Staff Services Division will be responsible for reporting and placing County inventory tags on any asset that is required to be included as part of the County inventory system as described in [County Procedure No. 551](#) and [Implementing Order 8-2](#).

Office Leases

The ISD Real Estate Division manages the leasing needs for the County and BCC. ISD staff will assist Commissioners in locating leased space for District offices. BCC leases are four-year term leases to correspond with the elected official's term in office. All leases typically contain notification provisions of between 60 to 90 days prior to termination of the agreement.

Vehicle Leases/Purchases

ISD Fleet Management is also responsible for any vehicle leasing needs required to support vehicle needs of each district. Should the leasing period exceed the seated Commissioners term-limits, the district operating budget is still responsible for completing the terms of the lease(s). ISD Fleet Management will also provide a fuel card for each district vehicle that can be used at all ISD managed fueling locations.

Procurement/Purchasing

The Board requires flexibility to meet the needs of constituents, while ensuring procurement standards are met with limited exceptions. The Board, through [Resolution R-737-09](#), is authorized to procure services and/or purchase goods in an amount not to exceed \$10,000 per purchase. Whenever possible the Board's buyer shall use existing County vendors, provided the vendor is able to deliver the required goods and services within the required timeframe and at a competitive price. If a non-County registered vendor is accessed, the buyer must make all reasonable efforts to obtain competitive pricing and maintain written record describing those efforts, as well as assist the vendor through the vendor registration process. It is important to emphasize that if the vendor being utilized is a registered County vendor, invoices should be requested rather than using a County Purchasing Card (P-Card). The P-card is not to be used to circumvent the County procurement procedures.

Use of County Purchasing Card (P-card)

The following section provides detailed information on the use of the County Purchasing Card (P-Card), necessary documentation associated with the bank reconciliation process and details on what a proper invoice should include to ensure payments are issued in a timely and efficient fashion.

A County purchasing card provides the ability to purchase items directly from merchants/vendors without following the small purchase order process to expedite purchases and eliminating the use of petty cash¹.

When using the p-card it is important that certain guidelines are followed to ensure proper submission of the monthly reconciliation. Should the monthly reconciliation be denied by the Finance Department, suspension of the use of the p-card may result.

- The County is exempt from all Florida and local taxes; you must advise and provide merchants/vendor the County's tax-exempt information. This will eliminate the need for the cardholder to have to reimburse the County for sales tax that might have been applied. If a merchant/vendor charges taxes, you must request a credit. It is the cardholder's responsibility to get the tax credit back from the vendor/merchant. **Cash credits must not be accepted under any circumstances.**

¹ For more details on the County purchasing card program refer to County Procedure 610 – "Purchasing Card Program Summary and the Miami-Dade County Purchasing Card Cardholder Handbook available at: <http://intra.miamidade.gov/finance/library/guidelines/card-handbook.pdf>

- Keep a copy of the sales receipts and submit the approved original sales receipt to BCC Support Staff Services personnel with reconciliation form/memorandum.
- The County p-card cannot be used for cash advances, personal items, food (unless previously authorized by the Board), entertainment (unless previously authorized by the Board), alcoholic beverages, tobacco and/or firearms as indicated in the Miami-Dade County Purchasing Card Cardholder Handbook.
- The use of payment processor services is not permitted (i.e., PayPal, Venmo, CashApp), unless PayPal is the payment engine used by the vendor.
- The p-card cannot be used for purchases to be funded by the Commissioner's expense account. This includes business meals, flowers, gift baskets or any item of personal nature and entertainment, with case-by-case exceptions.
- If using the p-card to pay for a membership, memberships must be for the County, not an individual, and prior to paying for the membership, you must obtain approval from OMB (your Budget Analyst). An email approval is sufficient and must be added as backup with payment receipt.
- Even when using the p-card, it is important to remember that the Finance Department requires that all receipts match back-up documents. For example, if paying for the rental of equipment via an on-line site that uses a specific name, but the receipt displays a different name than what is on the p-card bank statement, this expense will be rejected until both the receipt and the statement match.

When the p-card is assigned to an employee, the cardholder agreement signed by the employee details and emphasizes that the employee is individually and solely responsible for all transactions processed using the card. Any purchases that are not directly related to County business are prohibited and will have to be reimbursed by the card holder if they are unable to get a credit for the purchase. Continuing the use of the p-card for personal use may lead to disciplinary action.

Purchase Spending Limits

There are spending limits that are strictly imposed on all p-cards with exceptions due to emergencies or specific special events².

- \$5,000 for a single transaction
- \$5,000 is the total daily limit
- \$25,000 is the total monthly limit.

Exceptions to the daily/monthly limits can only be granted by the Finance Director upon request from the County Commissioner or his/her designee. In addition, during Hurricane Season, should the threat of a storm arise, daily limits are increased to \$10,000.

During the holiday season, many Commission offices have special events that require the single/daily limit to be adjusted. The request must be put in 48 hours prior to the purchase date to ensure timely communication with the bank to release the County's purchase restrictions.

² Limits may vary by commission office

Purchasing Card Reconciliation

To ensure the County complies with auditing standards, the Finance Department requires that all expenses paid using the County p-card include the following:

1. The original receipt with a note indicating what the purchase is associated with (i.e., District "X" Community Event with the event name)
2. A copy of the announcement (flyer, newspaper advertisement) describing the event the expenses are associated with and/or any supporting documents that provides details and reason for the purchase
3. If the invoice/receipt is not provided and cannot be obtained by requesting a copy from the vendor, a memorandum signed by the District Commissioner explaining the reason why the original receipt was not included, what was done to obtain a copy and all the details of the transaction, e.g., transaction date, number of items purchased, amount, description of item(s) purchased, name of the vendor, etc. must be included with the reconciliation supporting documents
4. Sales tax has been credited by the vendor and, if applicable, tips have been reimbursed by the p-card holder.

P-card holders must submit all receipts and supporting documents on a timely basis to ensure that reconciliations are completed by the end of each month. This requires that all documents be submitted to BCC Support Staff Services as soon as you complete the purchase(s). BCC Support Staff Services must submit the reconciliation packages by the 30th of each month. *If reconciliations are more the three months overdue, the use of the p-card will be suspended.*

The BCC Support Staff Services Division is responsible for submitting the monthly reconciliation form and supporting documents to the Finance Department. Please communicate to BCC Support Staff Services any special circumstances that would require an extension of these deadlines so that they can work with the Finance Department. At the request of the Finance Department, BCC Support Staff Services may request additional information; delays may lead to the suspension of the use of the p-card.

Invoiced Expenses

When submitting invoices to be paid, please remember the following:

- Vendor name must match the Internal Revenue Service (IRS) W-9 form and Sunbiz (State of Florida Division of Corporation registration information)
- Vendor's full address must match what is on file with the County (based on information provided in the W-9)
- If vendor needs to update their address, the vendor must submit:
 - W-9 showing new address
 - A letter on company letterhead and signed requesting the business address be updated in the County's Financial System
- Invoice must contain Invoice Number
- Invoice must contain Invoice Date

- Invoice billing information must be complete:
 - Bill to: Miami Dade County Board of County Commissioners
 - Commissioner _____
 - 111 NW 1st Street, Suite 320 (or district office information)
 - Miami, FL 33128
- Invoice must have a clear total
- No taxes
- Invoice must have a clear description of what the County is paying for
- Invoice cannot be paid before services have been rendered
- The County does not pay for advertisement placements before the advertisement runs (see below).

If the vendor requesting payment is not registered in the County's Financial system, it must submit a completed IRS W-9 Form with the company named as reflected on the State of Florida Corporations website (Sunbiz.org).

Documentation needed:

Invoice must be approved by authorized approver as designed by each District Office. Each District Office should have a memo with this information on file with Support Staff Services. Authorization to pay an invoice can be requested by:

1. Providing a memo from the District Commissioner or from authorized personnel in office
2. With the signature from authorized personnel or,
3. Email from authorized personnel,

Certain invoices require specific documentation that must be included with the invoice.

Ad placement Invoices must include:

- A copy of the full-page ad must show the newspaper, magazine or journal name, and running date (preferably of copy of the "tear sheet")

Outside printing Invoice must include:

- a copy of the Artwork that was purchased

Radio Ad placement Invoices:

- Proof showing the radio spots was aired

Community Event or any other event requiring allocations Invoices:

- Flyer to specify the event
- For community events an allocation should be made prior to the event invoices being submitted to ensure timely processing of payments to vendor
- Invoices for special events, donations, sponsorships, etc., should not be considered a community event and will require a separate allocation that must be read on the record (or adopted by the BCC by Resolution), prior to the payment being requested

Payment Process:

If the Commission Office does not want the payment to be mailed directly to the vendor but would rather present the check directly to the vendor, please submit a written request to Support Staff Services indicating the check to be held for pick-up. This also applies to emergency payment requests. Once properly submitted invoices are transmitted to the Finance Department for check disbursement, the vendor can expect payment between five (5) to ten (10) business days.

Employee Reimbursement Request:

To properly process and ensure timely employee reimbursement requests, please provide the following:

- Memo from commissioner or from authorized personnel in office
 1. Example of memo body statement: *Please reimburse (enter staff full name) from my staff the amount of (enter total amount of reimbursement \$) for the purchase of (enter what was purchased and for what purpose) (it can be for office supplies for district office use).*
- If the reimbursement is tied to an event, please specify the event and provide copy of flyer or ad related to the community event.
 1. Example for memo body statement: *Please reimburse (enter staff full name) from my staff the amount of (enter total amount of reimbursement \$) for the purchase of (enter what was purchased and for what event this was for) (District # Shopping Book Bag Give Away Event)*

This amount should be deducted from the allocation read into the record at the BCC meeting (insert date), under Agenda Item No. (insert number), Legislative Item File No. (insert number).
- Receipt showing full amount that is being requested to be reimbursed
 1. If employee paid with a Credit or Debit Card, a copy of the employee's credit/debit card statement but be provided showing the last four digits of the account number and full name of employee.
 - The full amount must match the receipt provided
 - The account number must match what the receipt shows
 2. If employee paid cash nothing further is needed; just make sure the receipt shows it was a cash transaction.

Once documentation is submitted to the Finance Department, payment will be disbursed within five (5) to ten (10) business days. Support Staff Services will pick up the check and retain a copy on file with the employee's signature reflecting receipt of the check.

For employees receiving executive benefits, reimbursements for parking (valet) are permitted, if amount exceeds \$10 (ten dollars).

Travel Procedures

Policy

Travel by Commissioners and Commission staff may be considered necessary and useful to the conduct of County business. Attendance at conferences, face-to-face meetings with State and Federal Officials, and international missions to promote Miami-Dade County for economic development and international relationships are examples of activities that require travel outside of Miami-Dade County.

Travel expenses must be reimbursed, in compliance with Florida Statutes, for the amount equal to the value of the most efficient and economical means, taking into consideration travel time, season, cost of transportation, and per diem or subsistence required. [FS 112.061](#) establishes the travel reimbursement rates, with certain justifiable exceptions and exemptions, which are applicable to counties in Florida.

Commissioners and Staff of the Board of County Commissioners must follow the procedures as delineated below. Because INFORMS is accessible as a web-based platform for submission of employee time and absence requests, as well as Travel Authorizations, **only in the case of emergencies, should travel occur without prior authorization.** Even in the case of an emergency, general information regarding the travel should be entered into INFORMS or sent to Support Staff so that a Travel Authorization may be initiated.

Travel Authorization

Travel Authorizations are required to be submitted prior to the travel and are initiated by the traveler or the Commission Districts' Travel Liaisons (TL). All travels must be processed through INFORMS; initiating a Travel Authorization in INFORMS expedites the distribution of the travel advance. Authorizations may be (1) initiated by the traveler in INFORMS, (2) initiated by the Travel Liaison in INFORMS, or (3) submitted to Support Staff for initiation in INFORMS utilizing a Travel Request Form (TRF) provided by Support Staff.

Instructions on how to enter information into the INFORMS travel authorization screen are found at this link: [INFORMS Travel Expense/Authorization Guide](#). These instructions include the creation of the Travel Authorization, inputting the required information, including the purpose of the trip, and submitting the travel request for authorization. All Travel Authorizations are finalized by Support Staff.

Hints when utilizing INFORMS to initiate a Travel Authorization:

- If you choose "Other" as the Business Purpose for the travel, utilize the "Notes" to provide a description before you complete the Travel Authorization
- **Do not** make a selection in the "Reference" drop down box
- Scan and attach any required document using the "Attachment" button
- If the TL or Support Staff creates the Travel Authorization on behalf of the traveler, the form can be saved, but not submitted for approval; the Travel Authorization does not route for approval until it has been submitted by the Traveler
- A travel advance of up to 80 percent of the estimated out-of-pocket travel expenses are typically processed through INFORMS; when inputting the Travel Authorization the traveler may request either an advance sent via ACH payment (deposited into the traveler's account similar to direct deposit of an employee's paycheck) or a cash advance.

Transportation

Airlines

Airline tickets may be purchased using the assigned departmental purchasing card (P-card) designated specifically for air travel or in certain instances the traveler's personal credit card. When submitting the TRF for approval, the traveler must include a copy of a minimum of three (3) possible flight options to prove that the lowest, most economical airfare was requested and procured. If the lowest priced, most economical airfare and/or seat is not secured, a memorandum from the traveler, authorized by the Commissioner and/or authorized designee, must be attached to the TRF stating why a more expensive option was chosen and why it is in the best interest of the County for the traveler to secure the higher priced fare. For any airline flights longer than five (5) hours, seats with fares up to and including Business Class may be purchased. If Business Class seats are not offered by the airline, other seats of comparable class may be purchased. Travelers will be reimbursed up to one (1) checked bag per travel when traveling one (1) to four (4) days. For those travelers traveling five (5) or more days, travelers will be reimbursed for two (2) checked bags. The traveler must always provide a copy of the checked bag receipt from the airline to be reimbursed for any additional luggage charges.

When booking airfare using the p-card, remember that the County will not reimburse for any booking fees charged using third-party vendors such as Expedia or Travelocity; all airfares must be purchased directly from the airline; a Commissioner may approve the use of a Travel Agency by submitting a memorandum to the Finance Director attached to the Travel Authorization explaining the need for using the agency. Ten or more people travelling to the same destination is an acceptable use for a travel agency. If travelling on official County business, the traveler will not be reimbursed for the use of accumulated personal frequent flyers miles to purchase airfare.

Automobiles

The use of an automobile to reach your destination should be considered for shorter in-state trips when savings outweigh travel costs and time permits. Due to special insurance restrictions, no County or personal vehicle is to be used out-of-state on official County business without express written permission of the Internal Services Department (ISD) Risk Management Division. Rental cars may be utilized at the destination when the cost is less than that of a local public transit or on demand transportation option (such as a taxi or Uber/Lyft) or for the convenience of the traveler depending on the location. Insurance should be purchased from the rental agency when renting a vehicle.

Mileage reimbursement for the use of a personal vehicle during County travel will be equal to the standard federal mileage rate. As approved by the Board of County Commissioners per Resolution [R-1345-03](#), please refer to rates at this link: [mileage reimbursement rates](#). Some rates will populate in INFORMS based on US General Services Administration Per Diem Rates. All points of departure, when driving from Miami-Dade County shall either be from the traveler's assigned place of work address or residence. When requesting a mileage reimbursement, a mileage map is required when determining the number of miles driven from the traveler's point of departure to their point of destination and a scanned copy of the map should be attached to the Travel Authorization.

When requesting reimbursement for Tolls, please either include the toll receipt or a scanned print out of the SunPass report. To calculate Florida Tolls, use the Toll calculator <https://floridasturnpike.com/TollCalc/index.htm>.

Lodging, Meals and Incidental Expenses

Lodging and Meals and Incidental Expenses (M&EIs) are authorized based on the per diem rates established by the federal government for domestic and international travel. Where meals are included as part of the conference, educational seminar, etc., they are to be deducted from the daily meals and incidentals. If the traveler chooses to not partake in the meals provided through the conference, educational seminar, etc., a request for reimbursement for meals purchased in lieu of the provided meal will not be reimbursed. As noted above, Resolution [R-1345-03](#), allows for the use of lodging and meal reimbursement rates (both domestic and foreign) to follow the published rates provided on the [U.S. General Services Administration website](#) and the [U.S. Department of State's website](#).

When attending conferences/educational trainings where a hotel or group of hotels have been designated by the conference committee as "conference hotels", the daily maximum allowable lodging rate may be exceeded, if the traveler is staying in one of these designated hotels. When submitting the TRF, proof of such designation must be attached. This can be in the form of an agenda, copy of the registration, flyer, etc.

Travel Expense Documentation and Reimbursement

Travelers choosing to be reimbursed for actual expenses incurred must be substantiated as "paid" (i.e. itemized hotel bills, taxis or other on demand transportation option, and any other substantiated reimbursement expense). As an alternative to payment for actual ME&I expenses, the traveler can receive a per diem allowance (no receipts are required for this type of reimbursement). Receipts are not needed for food; the traveler will receive the maximum allowable daily meal reimbursement.

The following is a list of some travel expenditures NOT reimbursed by the County:

- ✓ Airline clubs
- ✓ Airline upgrades
- ✓ Seat upgrades and/or seat reservations except for medical necessity
- ✓ Alcohol
- ✓ Any additional expenses as a result of traveling with spouse/guest
- ✓ Luggage wrapping
- ✓ Books, magazines, newspapers
- ✓ Childcare, babysitting, house-sitting, pet-sitting/kennel charges
- ✓ Curbside check-ins when a fee is required
- ✓ Expenses for the repairs/damages of privately owned vehicles
- ✓ Expenses related to damages to uninsured rental cars
- ✓ Traffic or parking tickets or fines
- ✓ Gifts/Flowers
- ✓ Haircuts and personal grooming
- ✓ Laundry/dry cleaning (an exception may be made for trips lasting longer than seven (7) days)
- ✓ Lost or stolen items
- ✓ Personal entertainment and/or tours including in-flight/hotel pay-per-view movies, headsets, health club facilities, and/or social activities
- ✓ Personal travel insurance
- ✓ Porter Charges
- ✓ Tips or gratuities
- ✓ Travel mileage rate reimbursement expenses in a personal vehicle to the airport from home and vice versa
- ✓ Valet parking, where self-parking is available

If you are combining County business with personal trip, the traveler cannot charge any expenses for non-County staff on the County p-card; this includes airfare, additional baggage fees, food, seat upgrades and/or reservations.

It is the responsibility of the traveler to keep all required original receipts for reimbursement purposes and attach scanned document when completing the approved Travel Expense Report in INFORMS. Post-trip reimbursements will be made as a separate check. In no case, should reimbursement exceed 15 calendar days from the date of the submitted travel expense report. Detailed instructions for completing and submitting a Travel Expense Report can be found at this link: [INFORMS Expense Report Guide](#). All Travel Expense Reports are finalized by Support Staff.

Airline tickets purchased more than 30 days in advance, on a personal credit card, may be reimbursed regardless of advance limits, prior to travel.

Important Reminder: If using the County P-card to pay for lodging, receipt must reflect a zero- balance due and no sales taxes applied (if a hotel within the State of Florida). Including balances and sales taxes will cause delays to the traveler's reimbursement process and/or require the traveler to reimburse the County for any charges.

Hints when utilizing INFORMS to complete a travel expense report:

- INFORMS will automatically populate much of the information required for the Travel Expense Report from the Travel Authorization.
- If the expense report exceeds 110 percent of the approved travel authorization, INFORMS will prompt a warning; a justification is required in the Notes section prior to submitting the report
- If a cash advance was distributed, it must be applied to the Expense Report prior to submitting
- A Travel Liaison may submit a Travel Expense Report on behalf of the Traveler.

Travel Management

If an approved trip is cancelled, the Travel Authorization must be cancelled in INFORMS. If an authorized trip has been cancelled after advances have been distributed, monies must be returned to the County within five (5) business days of cancellation.

If a change in the itinerary for the trip occurs PRIOR to the departure of the traveler, changes should be made in INFORMS and reapproved. If the change in itinerary occurs AFTER the departure of the traveler, a description and justification for the change should be included in the Travel Expense Report.

Please feel free to contact the Office of Policy and Budgetary Affairs should you have any questions as you complete your Travel Authorization and Travel Expense reports.

Community-based Organization Funding

Understanding that each Commission District has unique needs, the budget includes funding for distribution by district to community-based organizations (CBOs) and for community specific events.

The CBO Discretionary Reserve Fund can only be distributed to not-for-profit allocations and for district-specific community events. Should a Commissioner wish to allocate fund to for-profit entities, the District Office Funds are the appropriate funding source to support those allocations.

The In-kind Reserve Fund was established to help alleviate the costs not-for-profit organizations incur when using County facilities and services. Each District Office is awarded an amount that can be used to fund the rental of park amenities such as bleachers, show mobiles and shelters, as well as to fund police services and other County services.

These funding sources are all subject to annual appropriation.

In addition, there is \$10,000 per commission district that is distributed from the Parking Stroller Fund when the fund reaches a fund balance of \$130,000. This fund is referenced and subject to the criteria set forth in [Section 30-46\(5\)](#) of the Code of Miami-Dade County and [Implementing Order No 4-100](#) which limits the distribution of said funds to non-for-profit organizations that work with abused and/or neglected children.

As stated in [Section 2-1799\(d\)](#) any Commissioner leaving office at the end a term, shall only be allowed to allocate up to ten (10) percent of his/her CBO discretionary reserve fund commencing the fiscal year they are leaving office.

Processes for allocating these funds are included at the following links:

- [Allocations by Commissioners](#)
- [In-Kind Services and Fee Waivers](#)

Lastly, there are other discretionary fundings sources available to the Board for distribution managed through other administrative departments such as the Mom and Pop Small Business Grant program designed to assist new business with start-up costs, through the Office of Management and Budget; Community Development Block Grants, federal funds, designed to assist for-profits and not-for-profits with economic development, public service and/or capital infrastructure needs managed by the Public Housing and Community Development Department.

Office of the Chair

As referenced in County Code, the Office of the Chair is responsible, on behalf of the Board, for having fiscal review and managerial and operational oversight of all the divisions that report directly to the BCC, including, but not limited to, the authority to establish workplace policies for the offices, conduct performance evaluations of the directors, and monitor the administration of the offices. The Office of the Chair has a number of duties and responsibilities as outlined in the BCC Rules of Procedures including but not limited to the placement of all agenda items.

Upon the selection of the new Chairperson, the lead Sergeant-At-Arms meets with the newly elected Chair and establishes the operating procedures specific to services provided by the Sergeants-at-Arms. The police officers assigned to this duty are funded by the Miami-Dade Police Department Budget. Each Board member will receive a copy of the operating procedures specific to Sergeant-at-Arms services.

Additional Resources

The following links of been provided for ease of reference.

[County Charter](#)

[County Table of Organization](#)

[BCC Rules of Procedure](#)

[BCC Budget and Table of Organization](#)

[BCC Protocol Services Manual](#)

[Governing for Results Legislation](#)

[Code of Ethics](#)

[Code Section for the Offices that report to the Board](#)

- [Office of Agenda Coordination, Protocol, Media, and Support Staff Services](#)
- [Office of Community Advocacy](#)
 - [Asian Affairs Advisory Board](#)
 - [Black Affairs Advisory Board](#)
 - [Commission for Women](#)
 - [Community Relations Board](#)
 - [Domestic Violence Oversight Board](#)
 - [Elder Affairs Advisory Board](#)
 - [Hispanic Affairs Advisory Board](#)
 - [Interfaith Advisory Board](#)
 - [Military Affairs Board](#)
 - [Lesbian, Gay, Bisexual, Transgender, Queer \(LGBTQ\) Advisory Board](#)
 - [South Dade Black History Center Advisory Board](#)
- [Office of Commission Auditor](#)
- [Office of Intergovernmental Affairs](#)
- [Office of Policy and Budgetary Affairs](#)
- [Jay Malina International Trade Consortium](#)

[County Annual Budget](#)

[Comprehensive Annual Financial Report](#)