

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

# G10

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Subject: **IN-COUNTY TRAVEL**

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## PURPOSE

The purpose of this procedure is to outline Miami-Dade County Public Schools' and the Department of Food and Nutrition's travel procedures for food service employees.

## PROCEDURE

### Eligible Personnel

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 or who must travel between base school and assigned site.
- C. Food service employees who substitute for the employee who is responsible for transporting food.
- D. Food service employees providing coverage at schools other than their base school.
- E. Base school food service managers who have responsibility for satellite programs.
- F. Food service managers who must make emergency food pick-ups. Emergencies must be approved by food service administrators on an individual basis.
- G. 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.

### Mileage Reimbursement Rate

School Board Policy 6550 – Travel and Per Diem states in part:

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.

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Per Miami-Dade County Public Schools' Travel Procedure's Manual (April 2019):

- B. Reimbursement for transportation expenses shall be based on the following procedures, as applicable:
1. 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).
  2. Employees who depart from and return to their work location may claim the total miles driven while on official business.
  3. 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.
  4. 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.

Preparing Voucher for Reimbursement of In-County Travel

- A. 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.
- B. The complete address must be indicated if the point of origin or destination is not an M-DCPS location.
- C. Include name and work location number of all M-DCPS locations.
- D. For employees assigned to multiple locations, only the payroll location can be designated as the "base".

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- E. The period covered **cannot** be older than one (1) year and the amount must be more than \$50 except at fiscal year-end. At fiscal year-end, it is imperative that all travel reimbursement requests of any amount are submitted by the deadline published by the Payroll Department; typically, during the late part of May.
- F. All receipts for parking, tolls, etc., must be taped onto an 8 ½ x 11 sheet. **NO STAPLES!**
- G. The following fund structure must be used:

COST CENTER	CHARGE COST CENTER	FUND	FUNCTIONAL AREA	WAGE TYPE	GL ACCOUNT
1____00 (base location #)	1991500	410000	52000000-760000	3540	533000

- H. 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.
- I. The principal of the school must initial the Voucher for Reimbursement of In-County Travel to acknowledge having reviewed the form before submitting to your food service supervisor.
- J. Satellite assistant managers and assistant food service managers must have the food service manager initial the Voucher for Reimbursement of In-County Travel to acknowledge having reviewed the form before submitting to your food service supervisor.
- K. All documents (Voucher for Reimbursement of In-County Travel [[FM-0148](#)], receipts for parking, tolls, etc.) must be attached to a completed and signed Employee Reimbursement Form ([FM-2821](#)) before being submitted (one of each form per employee).

*For Action By: Principals, Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: August 1998(5<sup>th</sup>), August 2004, July 2006, July 2008, July 2009, July 2012. July 2015, July 2019, July 2020, July 2022  
Reviewed: July 2023*