

Dade County Schools Maintenance Employees Committee Policy & Procedures Committee Recommendations

FINAL DRAFT

Introductory comments:

The Committee needs to know what the credit limit is now and who may be authorized to increase the amount of credit on the cards. The Committee's concern is to limit the potential liability to the Union, but also to strike a balance to account for unanticipated circumstances and expenses.

The Committee also recommends that the financial secretary be a separate and distinct position from the Business Manager. Moreover, the person who reviews and maintains the financial records himself/herself may not be a check-signer.

The Committee feels that the Union needs to look into creating trustees to oversee the finances of the Union; however, this would require a by-law change beyond the authorization of the committee.

Dade County Schools Maintenance Employees Committee Policy & Procedures Committee Recommendations

Credit Card, Travel, and Reimbursement Policies

The DCSMEC Executive Board has adopted the following written policies to guide Board members, Union officers, and Union members generally with respect to Union-related credit card, travel, and reimbursements. The following are guidelines, but nothing herein precludes the Executive Board from approving amounts other than those set forth herein provided the nature of the expense, its justification, and its amount are recorded in the minutes of a regular or specially-called meeting of the Executive Board. Moreover, nothing herein shall legally obligate the Board to make any payment or to guarantee reimbursement of any particular amount should the Executive Board determine such payment is unauthorized, excessive, or inappropriate.

Union Credit Cards

The only individuals authorized to have and use Union credit cards are its Business Manager and Assistant Manager. Union credit cards are to be used only for Union-related expenses: e.g., authorized travel expenses, fuel for Union-related auto travel, meals, lodging, and office expenses. Under no circumstances are Union credit cards to be used for personal or non-Union related expenses.

All credit card purchases must have a receipt to be deemed authorized. In addition, the credit card holder must explain the expense if it is not self-evident from the receipt or previously authorized by the Board. Receipts should be turned in as soon as possible, and must be turned in before receiving the Union's receipt of the next credit card statement; if there is no receipt, the credit holder must reimburse the expense within thirty days of the next statement, with interest if applicable.

All receipts submitted to substantiate credit card charges for fuel will also include the mileage on the car when the card is used to fill up the vehicle.

For any expense related to food and/or beverages attendees will be listed on the receipt or otherwise identified in writing to substantiate the charge.

All credit card records are to be maintained in the office.

Reimbursed Expenses

An individual shall be reimbursed only for expenses properly and actually incurred in the performance of his or her duties as a representative of the Board for DCSMEC matters.

A member or officer shall not be reimbursed for any Union-related expense for which he or she has been paid or is due payment from any other source. A member or officer shall not be reimbursed for any expenses which would result in a double payment.

Reasonable and necessary expenses for official business, such as telephone calls, fax, mail and other similar items shall be reimbursed when properly documented and supported by paid receipts.

Individuals may be reimbursed after the fact for their Union-related expenses that are not charged to a Union credit card. In order to do so, the individual must submit a receipt and proper documentation for his expense if not self-evident from the receipt. Approval of and the reasons for the expense will be documented and set forth in minutes of the Executive Board.

In order to be reimbursed for any expense, documentation must be submitted to the Union within 30 days of the expense. If any receipt includes amounts not subject to expenditure or reimbursement (e.g., Board member's spouse, children, etc.), the receipt should so indicate and be reduced accordingly.

Extenuating Circumstances

Nothing shall preclude the Executive Board from approving expenses of an extraordinary and unanticipated nature, provided that the approval and the reasons for the expense are documented and set forth in minutes of the Executive Board.

Travel-related Expenses

Before an officer or member travels out of town for a Union-related event he or she will document the expenses anticipated or actual for travel, lodging, and meals on a form prepared by and available through the Union. Travel-related expenses will not be paid in advance. There are no per diem payments

Reimbursement for travel-related expenses will be limited to the day(s) of the event plus no more than one day before and/or one day after, unless the alternative (e.g., staying over a weekend before or after a conference) is more cost effective.

Meal Reimbursement:

An individual may be reimbursed for no more than \$80 per day for meals upon presentation of receipts documenting the meal and cost. The Business Manager and Assistant Business Manager may use the Union credit card for personal meals, subject to the same \$80 per day limit and documentation through receipts; any amount in excess of the \$80 for personal meals per day will be reimbursed to the Union.

Out of town travel:

In order for any out of town travel expense to be authorized, the need for the travel and the number and identity of attendees must be approved in advance by the Executive Board and noted in its minutes.

“Out of town” shall mean any travel outside of the tri-county (Miami-Dade, Broward, and Palm Beach) area and/or requiring an overnight stay.

If a rental vehicle is necessary the Union may provide reimbursement for an economy vehicle. Written justification must be provided if other than an economy-sized vehicle is needed. The Union will not pay for collision insurance or other additional coverage. GPS systems are not considered a reimbursable expense.

Air fare will not be reimbursed or approved other than for coach class – i.e., there will be no reimbursement for the additional cost of first class fare. Upgrades will be at the individual’s expense.

Lodging:

Lodging expenses may be authorized and reimbursed for the actual cost of a reasonable standard room based on single occupancy rate up to \$150 per night. However, should the event (e.g., meeting, conference, seminar, workshop) that the Union’s officer(s)/member(s) are attending be held at a hotel, the actual cost of the single occupancy rate for that hotel. There shall be no allowable expenditures for any “in-room” charges.

Conferences, Seminars, Workshops:

Attendance at all conferences, seminars, meetings or educational or professional gatherings is subject to prior Board authorization. The actual cost incurred of all expenses necessary for the attendance at any conference, seminar, meeting, or educational or professional gathering approved by the Board, including registration and attendance fees, as well as the cost of materials, books, or recordings sold in connection with the conference or seminar, may be reimbursed. Where educational meetings, conferences, or seminars are offered at different locations, Florida sites, and within Florida those sites closest to or in Miami Dade County, should be given priority unless there is a legitimate reason, as determined by the Board, to attend at another site.

Alcohol

Alcohol may not be purchased in bulk, by the bottle or separately in any way unless specifically and previously approved by the Executive Board.

Alcohol may be purchased in conjunction with meals purchased entertaining and/or lobbying on DCSMEC’s behalf.