

Departmental Standard Operating Procedures
Miami-Dade Aviation Department
DSOP No. 05-01
Effective: 8/16/05

SUBJECT: Miami-Dade Aviation Department (MDAD) Travel Procedures

PURPOSE AND SCOPE: To establish a policy to simplify the traveling process, standardize travel arrangements for all MDAD employees, minimize delays or complications, and guide MDAD employees in the proper processing of Travel Requests.

I. AUTHORITY:

A - Chapter 25, of Miami-Dade County Code, Aviation Department Rules and Regulations.

B - Administrative Order 6-1.

II. POLICY:

Administrative Order (A.O.) 6-1 (Annex I, Attachment D) establishes the general procedures for traveling on County Business. These Travel Procedures Compliment A.O. 6-1 to address MDAD internal needs for processing Travel Requests.

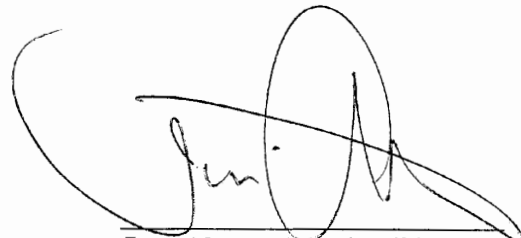
III. PROCEDURES:

MDAD adopts the attached "Aviation Department Travel Procedures" and the following Attachments as Annex I:

- A – MDAD Request for Travel
- B – Miami-Dade County Travel Request
- C – USDOT Maximum Travel Per Diem Allowances for Foreign Areas
- D – AO 6-1, Travel on County Business
- E – MDAD Memo from Deputy Director Dated April 6, 2004

IV. REVOCATION: None

V. CROSS-REFERENCE: None



Jose Abreu, Aviation Director

Date: 8/16/05

Attachment: Annex I - Aviation Department Travel Procedures and Attachments A-E