



## **MIAMI-DADE EXPRESSWAY AUTHORITY BUSINESS TRAVEL POLICY**

### **PURPOSE**

It is the policy of the Miami-Dade Expressway Authority (MDX) that any person travelling on MDX business and seeking reimbursement for such travel must comply with section 112.061, Florida Statutes, and all state travel laws and rules promulgated thereunder and must fulfill the purpose for which the travel is undertaken.

MDX Staff will develop appropriate forms and procedures for properly documenting travel expenses and facilitating proper reimbursement for business travel.

### **SPECIFIC REQUIREMENTS**

1. Board Members and the Executive Director, whenever practicable, must obtain prior approval from MDX's Governing Board for business travel.
2. Unless otherwise approved by the Board, any Board Member who has not physically attended 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. However, if a 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 physically 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 due to health reasons or family death or emergency shall not be counted.
3. A report of Board Members' attendance for each Board meeting will be included as an Informational Item in the Board agenda packages.

This policy shall be effective on the date on which the Governing Board adopts it and at such time this Policy rescinds all prior policies relating to Business Travel.

Adopted by the Governing Board on the 21<sup>st</sup> day of April 2015.