



Miami Dade Aviation Department
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Departmental Standard Operating Procedure (DSOP): 05-01
Directive Effective Date: October 2, 2014
WRITTEN DIRECTIVE REVOCATION

Subject: Miami-Dade Aviation Department (MDAD) Travel Policy – DSOP 05-01

Background:

Under DSOP 05-01, the Department sought to provide guidance and instruction to its employees to ensure compliance with the Miami-Dade County Travel Policy. Within the Department's written directive, guidance is given as to types of allowable travel, the timing of travel request submissions, disallowable travel costs and pertinent ethics concerns regarding travel were included. Additionally, the Department developed its own travel form, which enhanced the County's Travel Form, to more clearly detail travel costs to facilitate the Department's Travel Coordinator's functions. The Department also developed its own MIA Travel system for employees to document, obtain approval and subsequent reimbursement for approved travel.

Effective July 8, 2019 the Department initiated a new automated document tracking system for the Director's office. The implementation of this tracking system removes the use of the MIA Travel system. Staff have been instructed to directly access the Miami-Dade County website for the Miami-Dade County Travel Policy and procedures for reimbursement of travel expenses. As such, DSOP 05-01 conflicts with this new requirement and should be revoked to ensure all employees refer directly to the Miami-Dade County Travel Policy and forms for planned travel.

Authorization:

DSOP 05-01 is hereby revoked, not to be superseded, amended or replaced. Pursuant to Chapter 25 of the Miami-Dade County Code, the Aviation Director may authorize policy and can therefore, upon proper justification, amend or authorize its revocation.

Revoked Policy: *DSOP 05-01 Miami-Dade County Travel Policy, effective date October 2, 2014.*

Ralph Cutié, Interim Aviation Director

6/28/21

Effective Revocation Date