

Meyers, Robert (COE)

INQ 10-78

From: Meyers, Robert (COE)
Sent: Tuesday, April 20, 2010 4:18 PM
To: Dunlop, Barbara (GSA)
Subject: RE:

Barbara:

I apologize for not responding to your e-mail sooner. As I understand it, a booking error by the travel agent for the County's insurance broker (who initiated the reservation) resulted in you paying for lodging on February 26th when you did not actually arrive in London until February 27th. You further explain that the travel agency must refund the cost of the error to the County's insurance broker and the broker will reimburse you for the cost of the room for February 26th. You wish to know the proper course of action for you to take to enable you to be reimbursed for the February 26th charge.

I see nothing improper with AJGRMS reimbursing you for the expenses you unnecessarily incurred on February 26th. It is true that County vendors are not permitted to pay travel or travel-related expenses for County employees, but in this particular situation the expense the vendor is reimbursing is unrelated to your travel. This is simply a matter of the vendor taking responsibility for an error committed by its travel agent and rectifying the matter by reimbursing you for an expense that you never should have incurred in the first place.

If you wish to discuss, please do not hesitate to contact me at your convenience.

Sincerely,

Robert Meyers, Executive Director
Miami-Dade Commission on Ethics and Public Trust

From: Dunlop, Barbara (GSA)
Sent: Tuesday, April 13, 2010 5:39 PM
To: Meyers, Robert (COE)
Subject:

On February 27, 2010, I arrived in London with the County's insurance broker (Arthur J. Gallagher Risk Management Services) to negotiate the County's Master Property Insurance Program. The hotel reservations were made by AJGRMS. When I arrived at the hotel, I was told that I was a "no show" for the previous evening and that I would be charged for the room on February 26, 2010. This was obviously a booking error by the travel agency but I paid the entire bill with my personal credit card to access the room. When I completed the County's travel reconciliation form, I did not include the expenses for the 26th. The travel agency has advised that they must refund the cost of the error to AJGRMS since they initiated the reservation. Once AJGRMS is reimbursed by the travel agency, they intend to reimburse me for the cost of the room for the 26th. To avoid the appearance of any impropriety, I need your advice on the best way to obtain my refund from AJGRMS.

Thank you for your assistance,

Barbara Dunlop, Property and Casualty Manager
Miami-Dade County, Risk Management Division, GSA
305-375-3199 Phone 305-375-1477 Fax
www.miamidade.gov

"Delivering Excellence Every Day"

4/20/2010