



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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FINANCE TAM: 2004-009  
CONTACT: Brenda Lovell, District Level Secretary  
Accounting Operations  
TELEPHONE: 833-6323

TO: Principals and Department Heads  
FROM: Rita R. Scallan, Director - Finance  
DATE: September 29, 2003  
SUBJECT: Revised Travel Forms and Instructions

Recently, the School Board requested a review of the current Out-of-County and In-County Travel Forms. After reviewing the travel forms, the District has developed revised travel forms and instructions. The revised forms, approved by the School Board, should provide better information to the School Board, the District and individual schools and departments.

Meetings to discuss and distribute the revised travel forms have been scheduled on the following dates and at the following locations:

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Room</b>
October 2, 2003	Carver Hill Administrative Complex	9:00 am	Media Conference Room
October 2, 2003	Niceville Central Kitchen	1:00 pm	Conference Room
October 3, 2003	Bay Area Administrative Offices	9:00 am	Board Room

Please make arrangements for you and the person who handles travel at your site to attend one of the meetings by calling Rhonda Nelson or Karen Wooten at 833-6310 to sign up. If you are unable to attend the meeting scheduled for your zone, feel free to attend one of the other scheduled meetings.

At the meeting the new travel forms and instructions will be handed out and questions will be taken to help make this transition as easy as possible for all. The old travel forms will not be accepted after October 31<sup>st</sup>. Should you have any questions or need further information regarding the travel forms and/or instructions, please contact Brenda Lovell at 833-6323.

C: Superintendent  
School Board Members  
Cabinet Members  
OCEA