



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

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FINANCE TAM: 2006-017  
CONTACT: Brenda Lovell  
Accounts Payable  
TELEPHONE: 833-6323

TO: All Principals and Department Heads  
FROM: Rita Scallan, Director – Finance  
DATE: January 3, 2006  
SUBJECT: Travel Reimbursement Rate Revision

A handwritten signature in blue ink, reading "Rita Scallan".

On December 12, 2005, the School Board approved a revision to School Board Policies and Procedures 2-18, Travel Expense Authorization/Reimbursement, effective January 1, 2006 (see attached agenda item). The new mileage reimbursement rate for in-county and out-of-county travel incurred beginning January 1, 2006, will be based on the 2006 standard mileage rate issued by the Internal Revenue Service. In the future, should the Internal Revenue Service adjust its reimbursement rate, so shall the School District.

**The mileage reimbursement rate for in-county and out-of-county travel beginning January 1, 2006, will be 44.5 cents per mile.** Any mileage incurred on January 1, 2006, and after should be submitted to the School District on the Revised In-County or Out-of-County Travel Reimbursement Form labeled "Travel Beginning January 1, 2006." Any travel incurred prior to January 1, 2006, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Travel Through December 31, 2005." The Travel Procedures manual has been updated to include the new mileage reimbursement rate language and is available as both an Internet version and a print version.

**All travel forms and the Travel Procedures manual may be accessed through the Internet as follows:** go to [www.okaloosaschools.com](http://www.okaloosaschools.com); choose Governance and Organization, Departments; choose Finance; go to Quick Links and choose Travel Information.

Should you have any questions or require further information, please contact Brenda Lovell at 833-6323.

Attachments

C: Superintendent  
Cabinet Members  
Bookkeepers – Internal and Budget  
Accounting Operations – Specialist  
District Level Secretary - Travel

School District of Okaloosa County, Florida  
Okaloosa County School Board  
FORM FOR SUBMITTING AGENDA ITEM

MIS 5235

Meeting Date: <b>October 24, 2005</b>		Agenda Item Number: <i>Consent #7</i>	
TITLE:		Request permission to advertise a public hearing to revise School Board Policies and Procedures 2-18 Travel Expense Authorization /Reimbursement.	
REQUESTED ACTION:		Approval	
SUMMARY EXPLANATION AND BACKGROUND:		<p>In 2003 the Legislature revised section 112.061, Florida Statutes, to allow Counties, County Officers, District School Boards, and Special Districts to established mileage rates at the local level. The current mileage rate for the District is 29 cents a mile. Because of the significant increase in fuel cost, the District is recommending revising School Board Rule 2-18 to the allow the mileage reimbursement rate to be set at the maximum federal prescribed rate. Implementation date will be for all mileage incurred after adoption of the change in School Board Policies and Procedures.</p> <p>The School Board will be notified in the future of any change in the maximum federal prescribed mileage reimbursement rate.</p>	
EXHIBITS ATTACHED:		<ol style="list-style-type: none"><li>1. Instructional Program Statement: N/A</li><li>2. Staffing Impact Statement: N/A</li><li>3. Financial Impact Statement: See explanation above.</li><li>4. School Board Polices and Procedures 2-18 Travel Expense Authorization/Reimbursement</li><li>5.</li><li>6.</li></ol>	
PREPARED BY:		Patricia Wascom, CFO	
SUPERINTENDENT'S RECOMMENDATION:			
BOARD ACTION:		SOURCE OF ADDITIONAL INFORMATION:	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Other (specify)  (For use of official Board Records' office only)		Name:  Phone:	

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School Board Chairperson

## 2-18 TRAVEL EXPENSE AUTHORIZATION/REIMBURSEMENT

Authorized travel for school board members, the superintendent, officers and employees of the School Board (hereinafter collectively referred to as "employees" shall be reimbursed as follows:

(A) In-county travel:

Travel by employees within the District shall be reimbursed at the maximum ~~rate established by Florida Statutes for public employees~~ ***federal prescribed rate***, provided, however, that no reimbursement shall be made for travel between an employee's home and his/her official headquarters.

(B) Out-of-county travel:

- (1) Trips that do not extend overnight shall be reimbursed for ***automobile*** travel ***at the maximum federal prescribed rate and for other means of travel*** and meals at the maximum rate established by Florida Statutes for public employees.
  - (2) Expenses by employees on authorized trips requiring absence overnight or in excess of twenty-four (24) hours shall be reimbursed for ***automobile*** travel ***at the maximum federal prescribed rate and for other means of travel*** and meals at the maximum rate established by Florida Statutes for public employees.
- (C) Travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical.
- (D) Reimbursement may be requested for tolls, taxies, parking and registration fees when properly documented. Reimbursement for meals or lodging shall be reduced by the value of any lodging or meals which are included in the registration fee.

Statutory Authority: Section ~~230.22(2)~~ **1001.41, 1001.42, Florida Statutes**

Laws Implemented: Sections 112.061; ~~230.201~~, **1001.39** Florida Statutes

State Board of Education Rule: 6A-1.056

Adopted: 9/27/99