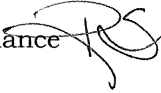




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2007-001
CONTACT: Brenda Lovell
Accounts Payable
TELEPHONE: 833-5837

TO: All Principals and Department Heads
FROM: Rita Scallan, Director – Finance 
DATE: August 2, 2006
SUBJECT: Travel Reimbursement Rate Revision – Per Diem and Meal Allowance

During the 2006 Legislative Session, Florida Statutes 112.061, F.S. was amended to revise per diem and subsistence for the purposes of reimbursement of travel expenses.

Effective July 1, 2006, revised per diem and subsistence/meal allowances are as follows:

1. The per diem rate for out-of-county travel beginning July 1, 2006, will be increased from \$50.00 per day to \$80.00 per day.
2. The subsistence/meal allowance rates for out-of-county travel beginning July 1, 2006, will be increased to:
 - a. Breakfast – \$3 to \$6
 - b. Lunch – \$6 to \$11
 - c. Dinner – \$12 to \$19

Any out-of-county travel incurred on July 1, 2006 and after, should be submitted to Accounts Payable on the Revised Out-of-County Travel Reimbursement Form (MIS 3041) labeled "*Travel Beginning July 1, 2006.*" Any out-of-county travel incurred prior to July 1, 2006, should be submitted on the Out-of-County Travel Reimbursement Form (MIS 3041) labeled "*Travel Beginning January 1, 2006.*"

The Travel Procedures Manual has been updated to include the new per diem and meal allowance rates 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:

1. Go to www.okaloosaschools.com;
2. Select School District
3. Select Finance;
4. Select Quick Links;
5. Select Travel Information.

Please sign all travel reimbursement forms and TDE forms in blue ink.

Should you have any questions or require further information, please contact Brenda Lovell in Accounts Payable at 833-5837.

Attachments

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