




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

FINANCE TAM: 2007-017
CONTACT: Brenda Lovell
Accounts Payable
TELEPHONE: 833-5837

TO: All Principals and Department Heads
FROM: Rita Scallan, Director - Finance 
DATE: December 14, 2006
SUBJECT: Travel Reimbursement Rate Revision

The new mileage reimbursement rate for in-county and out-of-county travel incurred beginning January 1, 2007, will be based on the 2007 standard mileage rate issued by the Internal Revenue Service.

The mileage reimbursement rate for in-county and out-of-county travel beginning January 1, 2007, will be 48.5 cents per mile.

Any mileage incurred on January 1, 2007, 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, 2007." Any travel incurred prior to January 1, 2007, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Travel Through December 31, 2006." 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; choose School District, choose Finance; go to Quick Links and choose Travel Information.

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

Attachments

C: Superintendent
Executive Staff Members
Bookkeepers – Internal and Budget