



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

FINANCE TAM: 2009-001
CONTACT: Debbie Stone
Accounting Operations
TELEPHONE: 833-6320

TO: All Principals and Department Heads
FROM: Melissa Jones, Director of Accounting & Financial Reporting
DATE: July 8, 2008
SUBJECT: Travel Reimbursement Rate Revision

A handwritten signature in black ink, appearing to be "MJ", located to the right of the "FROM" line.

The Internal Revenue Service issued announcement 2008-63 establishing a new mileage reimbursement rate for the final six months of 2008. Beginning July 1, 2008, travel incurred for in-county and out-of-county travel will be reimbursed based on this new rate.

The mileage reimbursement rate for in-county and out-of-county travel beginning July 1, 2008, will be 58.5 cents per mile.

Any mileage incurred on July 1, 2008, and after should be submitted to the School District on the Revised In-County or Out-of-County Travel Reimbursement Form labeled "Travel Beginning July 1, 2008." Any travel incurred prior to July 1, 2008, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Travel Beginning January 1, 2008." 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.

Please remember the travel guidelines are established by the Florida Statutes (F. S. Section 112.061) and specify, in addition to the Principal or Department Head, it is the responsibility of each traveler to comply with the guidelines. This statute requires each traveler to use the most effective and economical means of travel. Before traveling, please be sure to consider time of the travel, cost of transportation (mileage reimbursement verses renting a vehicle and paying for gas for out-of-county travel), and per diem or subsistence required to be certain you are traveling as economically as possible.

Should you have any questions or require further information, please contact Debbie Stone at 833-5851.

Attachment

C: Executive Staff Members
Bookkeepers – Internal and Budget