



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

FINANCE TAM: 2010-018
CONTACT: Teresa Brown
Accounts Payable
TELEPHONE: 833-5851

TO: All Principals and Department Heads
FROM: Melissa O'Malley, Director of Accounting & Financial Reporting
DATE: December 7, 2009
SUBJECT: Travel Reimbursement Rate Revision

A handwritten signature in black ink, appearing to be "Melissa O'Malley".

The new mileage reimbursement rate for in-county and out-of-county travel incurred beginning January 1, 2010, will be based on the 2010 standard mileage rate issued by the Internal Revenue Service.

The mileage reimbursement rate for in-county and out-of-county travel beginning January 1, 2010, will be 50 cents per mile.

Any mileage incurred on January 1, 2010, 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, 2010." Any travel incurred prior to January 1, 2010, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Travel Beginning July 1, 2009." 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 Teresa Brown in Account Payable at 833-5851.

Attachment

cc: Executive Staff Members
Bookkeepers – Internal and Budget