



# SCHOOL DISTRICT OF OKALOOSA COUNTY

## TECHNICAL ASSISTANCE MEMORANDUM

### FINANCE

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FINANCE TAM: 2012-001

CONTACT: Teresa Brown  
Accounts Payable

TELEPHONE: 833-5839

TO: All Principals and Department Heads

FROM: Melissa O'Malley, Director of Accounting & Financial Reporting

DATE: July 1, 2011

SUBJECT: July 2011 Travel Reimbursement Rate Revision

The Internal Revenue Service issued announcement 2011-40 establishing a new mileage reimbursement rate for the final six months of 2011. Beginning July 1, 2011, 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, 2011, will be 55.5 cents per mile.**

Any mileage incurred on July 1, 2011, 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, 2011." Any travel incurred prior to July 1, 2011, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Travel Beginning January 1, 2011." 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 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 833-5839.

Attachment

cc: Executive Staff Members  
Bookkeepers – Internal and Budget