



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

FINANCE TAM: 2012-030
CONTACT: Teresa Brown
Accounts Payable
TELEPHONE: 833-5839

TO: All Principals and Department Heads
FROM: Melissa O'Malley, Director of Accounting & Financial Reporting
DATE: March 1, 2012
SUBJECT: Cost Center to Cost Center Mileage Chart

The Finance Department has updated the Cost Center to Cost Center Mileage Chart to be used when completing the In-County Travel Reimbursement Form (MIS 3042) and In-County Travel Reimbursement Continuation Form (MIS 3042C). This update includes:

1. Adding new schools
2. Updating school names
3. Verifying and updating mileage calculation based on www.randmcnally.com or www.mapquest.com.

As of March 1, 2012, Accounts Payable will begin using the new Cost Center to Cost Center Mileage Chart to verify all in-county mileage.

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 Departments, choose Finance; go to Quick Links and choose Travel Information.

Should you have any questions or require further information, please contact Teresa Brown in Accounts Payable at 833-5839.

Attachment

cc: Executive Staff Members
Bookkeepers – Internal and Budget

Okaloosa County School District
Cost Center to Cost Center Mileage Chart
As of March 1, 2012

MILEAGE	BAO	Carver Hill	Antioch	Baker	Bluewater	Bob Sikes	Bruner	Choctawhatchee	CHOICE High School	Crestview	Davidson	Destin Elem	Destin Middle	ECCI North	Edge	Edwins	Eglin	Elliott Point	Florosa	FWBHS	Kenwood	Laurel Hill	Lewis	Longwood	Mary Esther
BAO	-	27	26	34	18	29	2	4	5	30	30	8	12	28	13	2	7	1	8	2	5	44	14	7	3
Carver Hill	27	-	6	10	23	4	28	25	23	4	4	34	30	2	18	28	22	26	33	28	24	17	21	23	31
Antioch	26	6	-	9	22	8	26	24	24	9	9	35	29	7	17	27	21	26	32	27	23	23	20	22	30
Baker	34	10	9	-	31	10	35	32	30	11	12	42	37	9	25	35	29	34	40	35	31	22	28	30	38
Bluewater	18	23	22	31	-	25	18	16	14	26	27	12	7	24	6	19	13	18	24	19	15	40	8	14	22
Bob Sikes	29	4	8	10	25	-	30	27	25	2	2	37	32	1	20	30	24	29	35	30	26	16	23	25	33
Bruner	2	28	26	35	18	30	-	4	5	30	31	10	15	29	13	1	7	2	7	1	5	44	14	7	3
Choctawhatchee	4	25	24	32	16	27	4	-	2	27	28	11	16	26	11	4	5	3	9	4	1	42	12	5	5
CHOICE High School	5	23	24	30	14	25	5	2	-	25	28	13	18	24	9	5	5	5	10	5	1	41	11	5	6
Crestview	30	4	9	11	26	2	30	27	25	-	1	37	32	2	20	30	24	29	35	30	26	14	23	25	34
Davidson	30	4	9	12	27	2	31	28	28	1	-	38	33	2	21	31	25	30	36	31	27	14	24	26	34
Destin Elem	8	34	35	42	12	37	10	11	13	37	38	-	6	36	18	10	15	9	15	10	13	51	20	14	11
Destin Middle	12	30	29	37	7	32	15	16	18	32	33	6	-	31	12	15	19	13	20	15	17	46	14	19	16
ECCI North	28	2	7	9	24	1	29	26	24	2	2	36	31	-	19	29	23	28	34	30	26	16	22	24	31
Edge	13	18	17	25	6	20	13	11	9	20	21	18	12	19	-	14	7	13	19	14	10	34	3	9	17
Edwins	2	28	27	35	19	30	1	4	5	30	31	10	15	29	14	-	8	3	6	1	5	45	14	8	2
Eglin	7	22	21	29	13	24	7	5	5	24	25	15	19	23	7	8	-	7	14	8	6	39	4	3	10
Elliott Point	1	26	26	34	18	29	2	3	5	29	30	9	13	28	13	3	7	-	9	3	4	43	13	6	5
Florosa	8	33	32	40	24	35	7	9	10	35	36	15	20	34	19	6	14	9	-	6	10	51	21	13	4
FWBHS	2	28	27	35	19	30	1	4	5	30	31	10	15	30	14	1	8	3	6	-	5	45	15	8	2
Kenwood	5	24	23	31	15	26	5	1	1	26	27	13	17	26	10	5	6	4	10	5	-	42	12	6	7
Laurel Hill	44	17	23	22	40	16	44	42	41	14	14	51	46	16	34	45	39	43	51	45	42	-	38	40	48
Lewis	14	21	20	28	8	23	14	12	11	23	24	20	14	22	3	14	4	13	21	15	12	38	-	10	17
Longwood	7	23	22	30	14	25	7	5	5	25	26	14	19	24	9	8	3	6	13	8	6	40	10	-	10
Mary Esther	3	31	30	38	22	33	3	5	6	34	34	11	16	31	17	2	10	5	4	2	7	48	17	10	-
Meigs	4	23	22	30	14	25	5	3	4	26	26	12	17	24	9	6	2	4	12	6	4	40	10	2	7
Niceville	14	19	18	26	4	21	14	11	10	21	22	16	11	20	1	14	8	13	20	14	11	36	4	10	15
Northwood	28	2	7	9	24	1	29	26	24	2	2	36	31	1	19	29	23	28	34	29	25	16	22	24	30
NWFL Ballet Academie	1	27	26	34	19	29	3	4	6	30	30	7	12	28	13	3	7	1	8	3	5	44	14	7	3
Ocean City	4	25	24	32	16	27	4	1	2	27	28	11	16	26	11	4	5	3	10	5	1	42	11	5	5
Plew	20	26	25	33	3	28	21	18	17	29	29	14	9	27	8	21	15	20	27	21	17	43	11	16	22
Pryor	5	26	25	33	17	28	4	1	2	29	29	12	17	26	12	4	6	4	9	4	1	43	13	5	5
Richbourg	28	2	7	9	24	1	29	27	24	2	2	36	31	-	19	29	23	28	34	30	26	16	22	24	31
Riverside	26	2	5	11	23	5	27	24	22	5	5	34	30	3	17	27	21	26	32	27	23	19	20	22	28
Ruckel	14	19	18	26	5	21	14	11	10	22	22	16	12	20	1	15	8	13	20	15	11	36	4	10	15
Shalimar	5	23	22	30	14	25	5	3	4	25	26	12	17	24	9	6	2	4	11	6	4	39	9	2	7
Shoal River	26	2	5	11	23	5	27	24	22	5	5	34	30	3	17	27	21	26	32	27	23	20	20	22	28
Silver Sands	3	28	27	35	19	30	1	3	4	31	31	10	15	28	14	1	8	3	6	1	4	45	14	7	2
Southside	27	1	6	10	23	2	27	26	23	3	3	34	29	1	17	28	21	26	34	29	25	17	21	23	30
Valparaiso	12	19	18	27	7	21	13	10	8	22	23	19	14	21	2	13	6	12	18	13	9	36	2	8	14
W.E. Combs	27	28	27	35	19	30	2	4	5	31	32	12	17	31	14	2	9	5	5	3	6	45	15	9	2
Walker	30	3	8	11	26	3	30	27	26	2	3	37	34	2	20	30	25	29	36	30	27	16	23	26	31
Wright	4	28	26	34	18	29	2	2	3	30	30	11	16	28	13	2	7	4	7	2	3	44	13	6	3
DJJ-Adol Sub Abuse Prog	5	25	24	33	16	28	3	1	2	27	28	13	17	26	11	3	6	5	8	3	3	41	11	6	4
DJJ-Okal Reg Det Cntr	25	9	8	17	22	12	26	24	21	11	12	33	28	10	16	26	20	25	31	26	22	26	19	21	27
DJJ-Gulf Coast Youth Acad	5	25	24	33	16	28	3	1	2	27	28	13	17	26	11	3	6	5	8	3	3	41	11	6	4
DJJ-Milton Girls Juv Res	35	28	27	24	48	31	34	37	30	29	30	43	47	27	42	34	32	37	28	33	38	43	45	32	32
DJJ-Okal Youth Development	25	9	8	17	22	12	26	24	21	11	12	33	28	10	16	26	20	25	31	26	22	26	19	21	27
DJJ-Okaloosa Youth Acad	25	9	8	17	22	12	26	24	21	11	12	33	28	10	16	26	20	25	31	26	22	26	19	21	27

Okaloosa County School District
Cost Center to Cost Center Mileage Chart
As of March 1, 2012

MILEAGE	Meigs	Niceville	Northwood	NWFL Ballet Academie	Ocean City	Plew	Pryor	Richbourg	Riverside	Ruckel	Shalimar	Shoal River	Silver Sands	Southside	Valparaiso	W.E. Combs	Walker	Wright	DJJ-Adol Sub Abuse Prog	DJJ-Okal Reg Det Cntr	DJJ-Gulf Coast Youth Acad	DJJ-Milton Girls Juv Res	DJJ-Okal Youth Dev	DJJ-Okaloosa Youth Acad
BAO	4	14	28	1	4	20	5	28	26	14	5	26	3	27	12	27	30	4	5	25	5	35	25	25
Carver Hill	23	19	2	27	25	26	26	2	2	19	23	2	28	1	19	28	3	28	25	9	25	28	9	9
Antioch	22	18	7	26	24	25	25	7	5	18	22	5	27	6	18	27	8	26	24	8	24	27	8	8
Baker	30	26	9	34	32	33	33	9	11	26	30	11	35	10	27	35	11	34	33	17	33	24	17	17
Bluewater	14	4	24	19	16	3	17	24	23	5	14	23	19	23	7	19	26	18	16	22	16	48	22	22
Bob Sikes	25	21	1	29	27	28	28	1	5	21	25	5	30	2	21	30	3	29	28	12	28	31	12	12
Bruner	5	14	29	3	4	21	4	29	27	14	5	27	1	27	13	2	30	2	3	26	3	34	26	26
Choctawhatchee	3	11	26	4	1	18	1	27	24	11	3	24	3	26	10	4	27	2	1	24	1	37	24	24
CHOICE High School	4	10	24	6	2	17	2	24	22	10	4	22	4	23	8	5	26	3	2	21	2	30	21	21
Crestview	26	21	2	30	27	29	29	2	5	22	25	5	31	3	22	31	2	30	27	11	27	29	11	11
Davidson	26	22	2	30	28	29	29	2	5	22	26	5	31	3	23	32	3	30	28	12	28	30	12	12
Destin Elem	12	16	36	7	11	14	12	36	34	16	12	34	10	34	19	12	37	11	13	33	13	43	33	33
Destin Middle	17	11	31	12	16	9	17	31	30	12	17	30	15	29	14	17	34	16	17	28	17	47	28	28
ECCI North	24	20	1	28	26	27	26	-	3	20	24	3	28	1	21	31	2	28	26	10	26	27	10	10
Edge	9	1	19	13	11	8	12	19	17	1	9	17	14	17	2	14	20	13	11	16	11	42	16	16
Edwins	6	14	29	3	4	21	4	29	27	15	6	27	1	28	13	2	30	2	3	26	3	34	26	26
Eglin	2	8	23	7	5	15	6	23	21	8	2	21	8	21	6	9	25	7	6	20	6	32	20	20
Elliott Point	4	13	28	1	3	20	4	28	26	13	4	26	3	26	12	5	29	4	5	25	5	37	25	25
Florosa	12	20	34	8	10	27	9	34	32	20	11	32	6	34	18	5	36	7	8	31	8	28	31	31
FWBHS	6	14	29	3	5	21	4	30	27	15	6	27	1	29	13	3	30	2	3	26	3	33	26	26
Kenwood	4	11	25	5	1	17	1	26	23	11	4	23	4	25	9	6	27	3	3	22	3	38	22	22
Laurel Hill	40	36	16	44	42	43	43	16	19	36	39	20	45	17	36	45	16	44	41	26	41	43	26	26
Lewis	10	4	22	14	11	11	13	22	20	4	9	20	14	21	2	15	23	13	11	19	11	45	19	19
Longwood	2	10	24	7	5	16	5	24	22	10	2	22	7	23	8	9	26	6	6	21	6	32	21	21
Mary Esther	7	15	30	3	5	22	5	31	28	15	7	28	2	30	14	2	31	3	4	27	4	32	27	27
Meigs	-	9	24	5	3	16	3	24	22	10	1	22	5	23	8	7	25	4	4	21	4	39	21	21
Niceville	9	-	20	14	12	7	12	20	18	1	9	18	14	19	2	15	22	13	11	17	11	43	17	17
Northwood	24	20	-	28	26	27	26	1	3	20	24	3	28	1	20	29	2	28	26	10	26	27	10	10
NWFL Ballet Academie	5	14	28	-	4	20	5	28	26	14	5	26	3	27	12	5	30	4	5	26	5	35	26	26
Ocean City	3	12	26	4	-	19	1	26	24	12	3	24	4	25	10	5	28	2	2	23	2	38	23	23
Plew	16	7	27	20	19	-	19	27	25	7	16	25	21	26	9	21	28	20	18	24	18	50	24	24
Pryor	3	12	26	5	1	19	-	26	24	12	3	24	3	25	10	4	28	1	1	23	1	37	23	23
Richbourg	24	20	1	28	26	27	26	-	3	20	24	3	28	1	21	31	2	28	26	10	26	27	10	10
Riverside	22	18	3	26	24	25	24	3	-	18	22	-	26	2	19	27	5	26	24	8	24	28	8	8
Ruckel	10	1	20	14	12	7	12	20	18	-	9	18	14	19	3	15	22	13	11	17	11	44	17	17
Shalimar	1	9	24	5	3	16	3	24	22	9	-	22	5	22	8	7	25	4	5	21	5	39	21	21
Shoal River	22	18	3	26	24	25	24	3	-	18	22	-	26	2	19	27	5	26	24	8	24	28	8	8
Silver Sands	5	14	28	3	4	21	3	28	26	14	5	26	-	29	12	2	30	2	3	26	3	34	26	26
Southside	23	19	1	27	25	26	25	1	2	19	22	2	29	-	19	28	3	26	24	9	24	28	9	9
Valparaiso	8	2	20	12	10	9	10	21	19	3	8	19	12	19	-	13	22	11	10	18	10	44	18	18
W.E. Combs	7	15	29	5	5	21	4	31	27	15	7	27	2	28	13	-	31	3	4	27	4	33	27	26
Walker	25	22	2	30	28	28	28	2	5	22	25	5	30	3	22	31	-	29	27	12	27	29	12	12
Wright	4	13	28	4	2	20	1	28	26	13	4	26	2	26	11	3	29	-	2	25	2	35	25	25
DJJ-Adol Sub Abuse Prog	4	11	26	5	2	18	1	26	24	11	5	24	3	24	10	4	27	2	-	23	-	36	23	23
DJJ-Okal Reg Det Cntr	21	17	10	26	23	24	23	10	8	17	21	8	26	9	18	27	12	25	23	-	23	34	-	-
DJJ-Gulf Coast Youth Acad	4	11	26	5	2	18	1	26	24	11	5	24	3	24	10	4	27	2	-	23	-	36	23	23
DJJ-Milton Girls Juv Res	39	43	27	35	38	50	37	27	28	44	39	28	34	28	44	33	29	35	36	34	36	-	34	34
DJJ-Okal Youth Development	21	17	10	26	23	24	23	10	8	17	21	8	26	9	18	27	12	25	23	-	23	34	-	-
DJJ-Okaloosa Youth Acad	21	17	10	26	23	24	23	10	8	17	21	8	26	9	18	26	12	25	23	-	23	34	-	-