



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

FINANCE TAM: 2018-021
CONTACT: Ann Larsen
Accounts Payable
TELEPHONE: 833-5838

TO: All Principals and Department Heads
FROM: Melissa O'Malley, Director of Accounting & Financial Reporting
DATE: December 19, 2017
SUBJECT: Travel Reimbursement Rate Revision

The new mileage reimbursement rate for in-county and out-of-county travel incurred beginning January 1, 2018, will be based on the 2018 standard mileage rate issued by the Internal Revenue Service (IR-2017-204, Dec. 14, 2017).

The mileage reimbursement rate for in-county and out-of-county travel beginning January 1, 2017, will be 54.5 cents per mile.

Any mileage incurred on January 1, 2018, and after should be submitted to the School District on the Revised In-County or Out-of-County Travel Reimbursement Form labeled "Begin 1/1/18." Any travel incurred prior to January 1, 2018, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Begin 1/1/17."

All travel forms and the Travel Procedures manual may be accessed through the Internet as follows: go to www.okaloosaschools.com; choose Departments, choose Finance; go to Quick Links and choose Travel Information or go to MIS Forms Repository and look for MIS form 3041 for Travel Reimbursement Out-of-County or MIS form 3042 for Travel Reimbursement In-County.

Should you have any questions or require further information, please contact myself or Ann Larsen in Account Payable at 833-5838.

Attachment

cc: Executive Staff Members
Bookkeepers – Internal and Budget