



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

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FINANCE TAM: 2020-018  
CONTACT: Ann Larsen  
Accounts Payable  
TELEPHONE: 833-5838

TO: All Principals and Department Heads  
FROM: Melissa O'Malley, Director of Accounting & Financial Reporting  
DATE: January 7, 2020  
SUBJECT: Travel Reimbursement Rate Revision

The new mileage reimbursement rate for in-county and out-of-county travel incurred beginning January 1, 2020, will be based on the 2020 standard mileage rate issued by the Internal Revenue Service (IR-2019-215, December 31, 2019).

**The mileage reimbursement rate for in-county and out-of-county travel beginning January 1, 2020, will be 57.5 cents per mile.**

Any mileage incurred on January 1, 2020, and after should be submitted to the School District on the revised In-County or Out-of-County Travel Reimbursement Form labeled "Begin 1/1/2020." Any travel incurred prior to January 1, 2020, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Begin 1/1/19."

**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 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