



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

FINANCE TAM: 2023-015
CONTACTS: Kenn Macdonald, Accounting
(850) 833-5834 (65834)

TO: All Employees
FROM: Julie A. Perry, Chief Financial Officer
DATE: October 31, 2022
SUBJECT: Employee Reimbursements Included in Payroll

With the transition to Focus, the District is now including employee reimbursements in payroll rather than issuing a separate check through Accounting. These reimbursements are not taxable; therefore, they will not impact an employee's payroll taxes. Employee reimbursements include Out-of-County Travel Reimbursement (MIS 3041), In-County Travel Reimbursement (MIS 3042), and Employee Reimbursement Voucher (MIS 3473).

Beginning January 2023, the new HRA/FSA debit cards may be used at any doctor, dental, vision, or stores where allowable purchases can be made. This will reduce the necessity of having to wait for reimbursement. If you choose to pay your medical, dental, and/or vision costs in another manner and request reimbursement from your HRA/FSA, the reimbursement will also be paid through payroll.

Reimbursements will be detailed on the employee's pay stub found in the Employee Self Service menu of Focus.

Earnings	Job Type	Annual Contract	Active Contract	Rate	Hours	Non Cash	Amount	Calendar YTD	Fiscal YTD
	Reimbursement In-County Travel Reimbursement						\$289.25	\$289.25	\$289.25
	Reimbursement Out-Of-County Travel Reimbursement						\$408.88	\$408.88	\$408.88

The contacts for employee reimbursements are:

- Travel Reimbursements – Angie Clinkingbeard – (850) 833-5838 (65838)
- Other Employee Reimbursements – Terri MacLaird – (850) 833-5839 (65839)
- HRA/FSA Reimbursements – Anne Richardson – (850) 833-5816 (65816)

cc: Senior Staff
Principals
Department Heads