



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

---

FINANCE TAM: 2023-020  
CONTACT: Angie Clinkingbeard  
Accounts Payable  
TELEPHONE: 833-5838

TO: All Principals and Department Heads  
FROM: Melissa O'Malley, Director of Accounting & Financial Reporting  
DATE: January 6, 2023  
SUBJECT: Travel Reimbursement Rate Revision

The new mileage reimbursement rate for in-county and out-of-county travel incurred beginning January 1, 2023, will be based on the 2023 standard mileage rate issued by the Internal Revenue Service (IR-2022-234, December 29, 2022).

**The mileage reimbursement rate for in-county and out-of-county travel beginning January 1, 2023, will be 65.5 cents per mile.**

Any mileage incurred on January 1, 2023, and after should be submitted to the School District on the revised In-County or Out-of-County Travel Reimbursement Form labeled "Begin 1/1/23." Any travel incurred prior to January 1, 2023, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Begin 7/1/22."

**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 Angie Clinkingbeard in Account Payable at 833-5838.

cc: Executive Staff Members  
Bookkeepers – Internal and Budget