



# SCHOOL DISTRICT OF OKALOOSA COUNTY

## TECHNICAL ASSISTANCE MEMORANDUM

### FINANCE

FINANCE TAM: 2025-024

CONTACT: Kenn Macdonald, Specialist  
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Accounting and Financial Reporting

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TO: Principals and Department Heads

FROM: Julie Perry, Chief Financial Officer

DATE: October 31, 2024 – Revised February 26, 2025

SUBJECT: Revised Travel Manual

*Julie A. Perry*

On October 14, 2024, the School Board approved the revised Travel Procedures Manual. The TDE form and Student Trip Request form will be updated at a later date. All Okaloosa County School District employees should read the newest Travel Procedures Manual prior to any official travel.

#### **Travel Procedures Manual – New Items**

- The District has implemented new deadlines for submitting requests for travel reimbursements. Failure to adhere to the deadlines will result in non-reimbursement of travel expenses.
  - In-County – Travel reimbursement requests must be received by Accounting & Financial Reporting no later than 30 days following the end of the month of travel.
  - Out-of-County – Travel reimbursement requests must be received by Accounting & Financial Reporting no later than 30 days following the last date of travel.
  - End of Fiscal Year – To comply with the end of the fiscal year reporting, all travel reimbursements, In-County travel and Out-of-County travel, must be received in Accounting & Financial Reporting no later than July 31 of each year in order to qualify for reimbursement.
  - During this transition period, all employees must submit travel reimbursement covering July 1, 2024, through December 31, 2024, no later than January 31, 2025.
- Transportation Expense Options – District employees have always been required to use the method of travel that meets the most economical and most efficient method. The table below has been added to the Travel Manual. It provides a guide as to which option should be chosen as the most efficient means based on one-way mileage.

One-Way Mileage	Most Efficient Means
Trips Less Than 175 Miles	Rental Car OR Mileage Reimbursement
Trips 175 – 500 Miles	Rental Car (Assumes Two Drivers*) *If a single driver is attending a conference, his/her Supervisor may authorize the employee to fly if the one-way mileage is 400 miles or more.
Trips 500 miles or More	Airfare

- Reminder – If an employee chooses an option other than that shown on the table above, reimbursement will be limited to the expense that would have been incurred using the most efficient means. For example, if an employee were to request to receive “mileage reimbursement” in lieu of using a rental car, “mileage reimbursement” will be limited to the amount the District would have paid for a “rental car plus gas reimbursement” at the current rates.
- Airfare Change/Clarification – Allowable airfare class has been changed from Economy Class to Economy/Main Cabin Class that allows the traveler to select a seat at the time the ticket is purchased.

Travelers are authorized up to one checked bag. Any additional checked bags are to be paid for by the traveler.

### **Travel Procedures Manual – Reminders**

- ~~• The principal/department head or bookkeeper may request CFO approval to use their District or Internal Funds Purchasing Card to pay for registration fees or airfare the following items for their school/department personnel after the TDE has been approved. Should the employee not attend the event and the fee is non-refundable, the employee will be responsible for reimbursement of the fee.~~
  - ~~○ Registration Fee~~
  - ~~○ Airfare~~
  - ~~○ Lodging~~
- A District or Internal Funds Purchasing Card may be used to purchase lodging and airfare only as follows:
  - For the individual to whom the card is issued
  - By the individual cardholder for other District employees when traveling together
  - By the principal/department head or bookkeeper for District employees, students (see Travel Paid with Internal Funds), and chaperones.
  - By the individual that has signed out an Internal Funds Site Purchasing Cards.
  - Should the employee not attend the event, the employee will be responsible for reimbursement of the airfare.
- A District or Internal funds Purchasing Card may be used to pay the registration fees of their school/department personnel. Should the employee not attend the event and the registration fee is non-refundable, the employees will be responsible for reimbursement of the fee.
- Gas Purchases
  - The District or Internal Funds Purchasing Card may be used to pay for the gas for District owned vehicles or rental vehicles only for the individual to whom the card is issued. Internal Funds Site Purchasing Card may be utilized with Principal permission.
  - All other gas must be purchased by the individual and submitted for reimbursement.
  - Gas receipts must include date, time, gallons, price, and place of purchase.
- The following travel expenses must be paid by the traveler and then reimbursed. They may not be paid for with a District or Internal Funds Purchasing Card.
  - Taxi, shuttle fares, Uber, Lyft, etc.
  - Highway and bridge tolls
  - Communication expenses (an explanation is required) such as telephone calls, faxes, and internet (prior approval only)
  - Valet parking if self-parking is not available or is not practical. The use of valet parking requires (in addition to an original receipt) a note documenting the circumstances of why valet parking was utilized.
- Unallowable expenses include:
  - Gratuities, tips, and portage fees
  - Travel insurance
  - Upgrades including airfare, hotel, rental vehicle, etc.
- The District will not reimburse an employee using personal reward points for any business-related travel (airfare, hotel, etc.).
- Petty Cash **cannot** be used to pay for travel expenses.

**The Travel Procedures Manual may be accessed on the District's website as follows:** go to [www.okaloosaschools.com](http://www.okaloosaschools.com); choose Departments, choose Finance; go to Quick Links and choose Travel Information.

Should you have any questions or require further information, please contact Kenn Macdonald or Melissa O'Malley in Accounting and Financial Reporting at 833-6310.

### **Attachments**

cc: Senior Staff  
Bookkeepers