




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

FINANCE TAM: 2025-027
CONTACT: Ann-Marie Sims
Secretary, Accounting Operations
TELEPHONE: 850-226-4857 or extension 65868



TO: All Principals and Department Heads
FROM: Melissa O'Malley, Director of Accounting & Financial Reporting
DATE: January 6, 2025
SUBJECT: Travel Reimbursement Rate Revision

The new mileage reimbursement rate for in-county and out-of-county travel incurred beginning January 1, 2025, will be based on the 2025 standard mileage rate issued by the Internal Revenue Service (IR-2024-312, December 19, 2024).

The mileage reimbursement rate for in-county and out-of-county travel beginning January 1, 2025, will be 70 cents per mile.

Any mileage incurred on January 1, 2025, and after should be submitted to the School District on the revised In-County or Out-of-County Travel Reimbursement Form labeled "Begin 1/1/25." Any travel incurred prior to January 1, 2025, should be submitted to the School District on the In-County or Out-of-County Travel Reimbursement Form labeled "Begin 1/1/24."

All travel forms and the Travel Procedures manual may be accessed through the Internet as follows: go to the Finance Department website (<http://www.okaloosa.k12.fl.us/finance/>) and look in Finance Quick Links and choose the Travel link option 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-Marie Sims at 850-226-4857 or extension 65868.

cc: Executive Staff Members
Bookkeepers – Internal and Budget