

**Okaloosa County School District
Out-of-County Travel 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.