



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

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1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

December 3, 2008

Contact: Wanda Clem
534-0551 or 51370
B & F Memo # 09-26

Board Members

CHAIRMAN
FRANK J. O'REILLY
DISTRICT 1

LORI CUNNINGHAM
DISTRICT 2

HAZEL SELLERS
DISTRICT 3

DICK MULLENAX
DISTRICT 4

KAY FIELDS
DISTRICT 5

MARGARET A. LOFTON
DISTRICT 6

TIM HARRIS
DISTRICT 7

C. WESLEY BRIDGES, II
General Counsel

Administration

GAIL F. McKINZIE, Ph.D.
Superintendent

MEMORANDUM

TO: ALL STAFF

FROM: Mark Grey, Assistant Superintendent/Business Services
Ed Flood, Accounting Director

SUBJECT: Travel Reimbursement Rates – **EFFECTIVE JANUARY 1, 2009**

Effective January 1, 2009, the MILEAGE REIMBURSEMENT RATE WILL DECREASE TO \$0.55 PER MILE.

No other travel reimbursement rates have changed.

Please use the mileage reimbursement rates below for all travel.

The hotel and per diem information is for **OVERNIGHT TRIPS ONLY.**

Mileage is \$0.55 per mile.

Hotel is actual and we try to pay in advance to exempt the Florida state sales taxes.

Meal Per Diem is: (based on time leaving and time returning)

Breakfast	\$ 6.00	Travel begins before 6am and extends beyond 8pm
Lunch	11.00	Travel begins before noon and extends beyond 2pm
Dinner	19.00	Travel begins before 6pm and extends beyond 8pm
TOTAL	<u>\$36.00</u>	

Per Diem for Room & Board is \$80.00, calculated per quarter or fraction thereof.

Please include original receipts with your Out-of-County form if you are to be reimbursed.

If you need additional information, please do not hesitate to contact us.