

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA # 18-11

TO: ALL GRANTEES

SUBJECT: WIOA FUNDED TRAVEL

DATE ISSUED: February 18, 2019 **DATE EFFECTIVE:** Immediately **DATE EXPIRES:** Indefinitely

PURPOSE: Ensure that WIOA providers properly utilize the "REQUEST FOR TRAVEL FORM".

BACKGROUND: Periodically, training and conferences are held to which grantee staff may need or want to attend. In an effort to ensure that adequate staff remains on site to continue operations of WIOA funded activities and that the training or conference being attended is in the best interest of the Upstate Workforce Board service area, the UWB office is requiring that all out-of-area travel be approved by the Executive Director of the Upstate Workforce Board.

POLICY: The attached form should be completed and forwarded to the UWB office for approval prior to making any reservations or plans for out-of-area travel. The form must be completed in its entirety to include estimated cost data. Travel not approved will not be paid or reimbursed with WIOA funds.

INQUIRIES: Questions may be directed to Dana Wood wood@upstateworkforceboard.org or 864-596-2028 TTY:711.


Ann Angermeier, Director

Replaces local instruction letter 07-04