

**INSTRUCTION LETTER**

**INSTRUCTION NUMBER: 16-11**      **WIOA**

**TO:** All Grantees

**SUBJECT:** Mileage Reimbursement Rate

<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
<b>ISSUED:</b> <u>April 25, 2017</u>	<b>EFFECTIVE:</b> <u>Immediately</u>	<b>EXPIRES:</b> <u>Indefinitely</u>

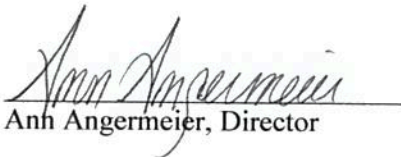
**PURPOSE:** To outline a new policy for the mileage reimbursement rate .

**BACKGROUND:** Recently, the Upstate Workforce Board made a decision to reimburse all staff in WIOA funded programs at a mileage rate equal to the federal mileage rate. This mileage rate may change and grantee management should watch the GSA website to ensure staff are notified of any changes.

**POLICY:** All Grantees are required to reimburse mileage rates at the federal mileage rate.

**ACTION:** Distribute this policy to all Upstate Grantee staff.

**INQUIRIES:** Should you have any questions concerning this instruction, please contact Dana Wood at (864) 596-2028 (TTY: 711 or [wood@upstateworkforceboard.org](mailto:wood@upstateworkforceboard.org)).

  
Anh Angermeier, Director

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**Source:** N/A