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Policy Letter #19

TO: All Staff

FROM: Nedra Clayborne Rodriguez, Director

SUBJECT: Time and Attendance Reporting and Travel Reimbursement Rate for Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants

Absences must be noted on the Biweekly Entitlement Request forms. Participants will not be paid for any absences. **The mileage reimbursement rate for participants is \$.30 per mile up to 35 miles per day for round trip travel from home to the assigned training provider. Mileage reimbursement for driving to and from a training school/site is limited to one trip per day to the same training school/site.**

The training provider(s) is responsible for maintaining and certifying daily time and attendance records on each participant. The Biweekly Entitlement Request form is to be submitted to the Career Services Manager in accordance with the Biweekly Payroll schedule.

Provisions of this policy will be brought to the attention of each WIOA sponsored participant prior to enrollment.

Creation Date

September 2002

Revised Date

February 2020

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