



March 3, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 09-71</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS

**FROM:** LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

**SUBJECT:** Reimbursement of Travel Expenses for Approved Green Conference Attendance

1. Purpose. To provide information and guidance to regions regarding the reimbursement process for conference expenses approved for funding by the American Recovery and Reinvestment Act (ARRA).
2. Background. As part of the \$250 million in economic stimulus funds Job Corps has received through ARRA, we have allocated funds for each region to spend on sending staff to green conferences (see Attachment A, Application for ARRA Funding for Green Conference Attendance).

Job Corps has designated travel reimbursement on government-approved expenses for green conferences as an ARRA-funded item. Each center will be responsible for covering travel expenses for green conferences on the front end, but will be reimbursed for travel, mileage, and per diem costs upon returning and completing ARRA reimbursement and reporting paperwork.

3. Action. If your attendance at a green conference has been approved, see Attachment B, ARRA-Funded Green Conference Reimbursement Form, for guidelines on compensation. After your trip, fill in all travel, mileage, and per diem expenses incurred. You'll be required to print and submit the completed form, along with receipts for all expenses and your Post-Conference Report (Attachment C), to your Regional Office within 10 business days of your return from the event.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Reference. Information Notice 09-40, Job Corps ARRA Funding Requests for Conferences.
5. Expiration Date. September 30, 2010.
6. Inquiries. Regional inquiries pertaining to reimbursements for Job Corps ARRA-funded green conference expenses may be directed to [OJC.ARR@dol.gov](mailto:OJC.ARR@dol.gov).

#### Attachments

- A – Application for ARRA Funding for Green Conference Attendance
- B – ARRA-Funded Green Conference Reimbursement Form
- C – Post-Conference Report