

May 9, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-69
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Mandatory Student Travel Procedures: Time Frame for Travel Ticket Purchases – Summer Break 2012 Procedures for Citibank Charges Online Check-In

1. Purpose. To inform all Job Corps centers of the mandatory procedures for purchasing student travel.
2. Background. This year, summer break for students begins June 28, 2012. Job Corps centers will be arranging for students' transportation home and back to centers at the end of the two-week break period (July 16, 2012). A mandatory time frame to purchase tickets for student travel during this period is being implemented. Additionally, mandatory guidelines for student transportation charges and luggage expenses are provided, and must be adhered to by all contractor or federal staff making travel arrangements for Job Corps students.
3. Action. **All ticket purchases for student transportation for summer break 2012 must occur between June 1 and June 28, 2012.** Travel Authorizations (TA) may be submitted to ticketing agencies prior to June 1; however, actual purchase and ticket charges may only occur after June 1, 2012. Any exceptions require advance authorization.

Job Corps centers are required to use only the authorized Citibank accounts designated for each center to ensure the maximum use of published GSA City-Pair Fares for air travel. Citibank statements must reflect, as separate charges for each student: cost of airline ticket purchased with the name of airline and airline identifier code; ticket number; name of student; and date of departure and routing by airport code. (This information is automatically supplied by the airline at the time of the charge to Citibank.) The ticket agency service fee must appear as a separate charge from all other ticket charges.

For air travel, online check-in is to be used whenever it is available for the payment of authorized luggage fees. For student break, only one piece of luggage is permitted. Students traveling home after graduation are permitted two pieces of luggage. Most airlines provide online check-in within 24 hours of scheduled travel, which allows baggage fees to be charged to the same account as the ticket (Citibank account).

In those instances, a luggage card is not required or authorized for usage. **Luggage cards are to be issued to students only if: 1) the airline carrier charges for luggage; 2) online check-in is not available; and 3) students sign for receipt of the luggage card after having been informed of the sole authorized usage of the card(s).** Additional information regarding the authorized usage of luggage cards will be issued to the Job Corps system within 2 weeks of the issue date of this notice.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Andrea Kyle at kyle.andrea@dol.gov, or at (202) 693-3396.