

October 27, 2014

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 14-21</b>
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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:** LENTA JACOBS-SIMMONS  
Acting National Director  
Office of Job Corps

**SUBJECT:** Mandatory Student Travel Management Conference Call

1. Purpose. To inform Job Corps centers about an Office of Job Corps (OJC) Conference Call on Student Travel Management.
2. Background. The OJC Conference Call on Student Travel Management is designed to provide regions and centers with an update on student travel issues, and is an opportunity to raise related questions. OJC staff will be available to answer questions and provide feedback on various policy issues, regulatory requirements, and planned Job Corps developments.

Discussion topics for call include, but are not limited to:

- Resolution of Citibank travel card payment issue
- Status of the Department of Labor Office of Inspector General audit
- Potential issues:
  - Ensuring charges are allowable, reasonable, and documented
  - Payment for charter bus services
  - Monitoring of Citibank charges
- Need for enhanced monitoring
- Relevant requirements, including Job Corps Policy and Requirements Handbook, and the Federal Travel Regulation.
- Upcoming guidance on student travel management

3. Action. Regional and Center Directors are to ensure individuals responsible for student travel management have the opportunity to participate in this conference call.

**Attention:** Because of the expected audience size, and to prevent the system from becoming overloaded, one phone line per center and region will be dedicated to the teleconference. Therefore, participants at each center should gather in one location.

**Preregistration deadlines:** For the conference call at 10:00 a.m., Tuesday, November 4, 2014, the preregistration deadline is **Thursday, October 30, 2014**. For the call at 3 p.m., Wednesday, November 12, the preregistration deadline is **Friday, November 7, 2014**.

To preregister: Go to <https://access.jobcorps.org>, and click on the Job Corps Community Web site icon. On the navigation menu at the left of the screen, select “Event Registration.” Under “Event Listing,” select the Student Travel Conference Call you plan to attend. **Note:** **The event time listed on the “Event Listing” is Central time. Please adjust for your time zone.** Click the box “Register for This Event.” Enter your registration information, and click “Submit Registration.” Click “Confirm.”

Once you have confirmed your registration, an e-mail will be sent with the teleconference dial-in number and pass code.

Participants should call in to the teleconference at least 5-10 minutes before the scheduled time in case of technical difficulties.

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

4. Expiration Date. November 13, 2014.

5. Inquiries. Direct all inquiries to Marsha Fitzhugh at [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov), or (202) 693-3099.