

STUDENT TRANSPORTATION

PURPOSE OF TRAVEL	AUTHORIZED DESTINATION	LIMITATIONS	GOVERNMENT PAID TRAVEL?	TAXABLE?
Enrollment	Home to center of assignment.		Yes	No
Readmission	Home to center of assignment.	Arranged and purchased by center and charged to the student.	No	No
Separation	Center to home of record, or center to location of placement.		Yes	Yes
Transfer	Between sending and receiving centers.		Yes	No
Emergency Leave	Center to home and return.	Emergency must be verified and meet Emergency Leave requirements.	Yes	Yes
Winter/Summer Breaks	Center to home and return, or to destination other than home, if authorized by parent/guardian for minor students.	Costs for travel to destination other than home shall not exceed cost to home destination.	Yes	Yes
Administrative Leave with Pay	Center to home and return.		Yes	Yes
Employment Interview	Center to site of employment interview.	Reasonable assurance that a job offer is bona fide and student will be hired subject to interview. No more than two times during enrollment.	Yes	Yes
Administrative Leave without Pay	Center to home and return.	At Center Director's discretion, may be arranged and purchased by center and charged to student when there is reasonable expectation that costs can be recovered during the student's enrollment.	No	No
Relocation (Center or National Training Contractor [NTC] Initiated)	<ol style="list-style-type: none"> Center or NTC program to place of employment. Center to educational institution or training agency that has accepted student for admission. Center to site of interview with apprenticeship sponsor. 	<ol style="list-style-type: none"> With firm job commitment. Student has been accepted for admission. Student meets standards of sponsor and has reasonable assurance of acceptance into program. 	Yes	Yes

PURPOSE OF TRAVEL	AUTHORIZED DESTINATION	LIMITATIONS	GOVERNMENT PAID TRAVEL?	TAXABLE?
		(Payment for travel to other than home location is not allowable for students with less than 90 days in Job Corps.)		
Relocation (Student Requested)	Center to community other than student's home of record.	Center has reasonable assurance that a bona fide job offer exists and that employer will hire student subject to interview. Costs for travel to destination other than home shall not exceed cost to home destination.	Yes	Yes
AWOL	Return to center.	At student request, may be arranged and purchased by center and charged to student.	No	No
Student Death (shipment of remains)	Center to place of enrollment or other point in the U.S or possessions as agreed to by the Center Director and next-of-kin.		Yes	Yes
Travel in the Interest of Job Corps	Center to designated destination.	For the convenience of Job Corps, (e.g., conferences, recruitment drives, etc.).	Yes	No