

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 | Yes | No |
| Separation | Center to home of record, or center to location of placement | | Yes | Yes |
| Transfer | Between sending and receiving centers | | Yes | No |
| Bereavement Leave | Center to home and return | Death of immediate family must be verified and meet bereavement leave requirements | Yes | Yes |
| Winter Break | 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 | Leave must be verified and meet administrative leave requirements | Yes | Yes |
| Personal Leave | | If combined with winter break, the costs for travel for dates outside the program-specified Break days will be charged to student. | No | No |

| PURPOSE OF TRAVEL | AUTHORIZED DESTINATION | LIMITATIONS | GOVERNMENT PAID TRAVEL? | TAXABLE? |
|--|--|--|-------------------------|----------|
| PDOF | Center to PDOF site | No more than two times during enrollment unless waived by the Regional Office | Yes | No |
| 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"> 1. Center or NTC program to place of employment 2. Center to educational institution or training agency that has accepted student for admission 3. Center to site of interview with apprenticeship sponsor | <ol style="list-style-type: none"> 1. With firm job commitment 2. Student has been accepted for admission 3. Student meets standards of sponsor and has reasonable assurance of acceptance into program <p>(Payment for travel to other</p> | Yes | Yes |

| PURPOSE OF TRAVEL | AUTHORIZED DESTINATION | LIMITATIONS | GOVERNMENT PAID TRAVEL? | TAXABLE? |
|--|---|--|-------------------------|----------|
| | | 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 | Yes | Yes |
| Absent Without Leave (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 Center Director and next-of-kin | | Yes | No |