

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/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	Leave must be verified and meet administrative leave requirements	Yes	Yes
Personal Leave		May not be combined with summer and winter break	No	No
PDOF	Center to PDOF site	No more than two times during enrollment unless waived by the	Yes	No

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		Regional Office		
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 than home location is not allowable for students with less</p>	Yes	Yes

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		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