

November 13, 2008

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 08-15</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:**                ESTHER R. JOHNSON, Ed.D.  
                         National Director  
                         Office of Job Corps

**SUBJECT:**            Student Transportation Costs and Billing

1.     Purpose. To inform the Job Corps community about the policy and responsibility for costs related to student transportation: specifically, billing, meal cards, and baggage allowance.

2.     Background. Student transportation costs in Job Corps are increasing substantially. In order to help manage costs and improve accountability, specific policy guidance pertaining to several travel-related elements is required at this time.

3.     Action. Please ensure that the following actions are instituted effective immediately:

a.     Billing.

Student transportation tickets are charged to Job Corps' Citibank account by contractors, and are reviewed and approved by the regions. A variety of travel companies are used by contractors to secure student reservations and tickets. Not all of these companies associate individual trips with individual students; some produce a "bulk billing" statement. In order to ensure sufficient accountability, contractors will utilize only companies that bill for each individual ticket with the cost of the ticket. Service fees are to be broken out from ticket cost, and charged and identified separately.

b.     Meal Cards.

Some travel agencies include a meal card with each airline trip purchased (usually with a value of \$5.00), and they are including this amount in the cost of

the ticket. This practice is permitted; however, it will be necessary for travel agencies to bill separately for the meal card associated with each ticket. Also, the Policy and Requirements Handbook (PRH) provisions determining when students are entitled to meal money for travel still apply.

c. **Baggage.**

Airlines vary in how many checked bags are allowed per person and how much they charge for each. Job Corps will authorize payment for one (1) checked bag only for students going home on break, and up to two (2) bags when students are entering or exiting the program. All additional baggages must be carry-on or paid for by the student. Arrangements for how the baggage will be billed must be made with the travel agent.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

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