

September 30, 2009

DIRECTIVE: PROGRAM INSTRUCTION NO. 09-18
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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: LYNN A. INTREPIDI
 Interim National Director
 Office of Job Corps

SUBJECT: Job Corps Student Transportation Billing

1. Purpose. To establish requirements for Job Corps student transportation billing.
2. Background. Job Corps centers often use travel agencies to assist with scheduling and ticketing student travel. In order for the government to adequately account for transportation charges, billings submitted to Job Corps for such services provide a breakdown of accountable information and costs, which include name of traveler; departure and destination city and airport; name of airline, busline, trainline, or other selected mode of transportation; cost of ticket; add-on costs, as applicable (surcharges, taxes, etc.); and service provider fee.
3. Action. Job Corps centers and Regional Offices are to ensure that billings submitted from travel agencies for payment include all of the above elements as individualized costs, and that in no instance will ticket cost and service provider fee be grouped in one billing amount where costs are not differentiated.

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries pertaining to Job Corps' student transportation program may be directed to Andrea Kyle at (202) 693-3396 or kyle.andrea@dol.gov.