



Bay Consortium Workforce Development Board

Policy Number: 02-01

Revised Date: May 5, 2017

Effective Date: July 1, 2002

Title: Out-of-Area Assistance and Relocation Assistance Policy

Purpose

This policy is to establish guidelines and criteria to be used in participant job search, relocation assistance, and out-of-the area training to the participants of the Workforce Innovation & Opportunity Act (WIOA) Programs.

Policy Statement

Job Search Allowance - Funds may be made available to participants attend out-of-area job interviews that are at least 150 miles from their home. Job search expenses must be approved by the case manager in advance. Said expenses will be reimbursed at a rate not to exceed \$0.35 cents per mile for private vehicles. Reimbursement of interviews may also include overnight lodging, parking fees, tolls and meals with necessary. Receipts must be submitted with the reimbursement form. A maximum of two (2) interviews with any one employer are allowed. Reimbursement will not exceed \$200.00 per qualified interview. *Travel - Reimbursement of \$0.35 cents per mile for use of personal vehicles. Other forms of transportation such as public transportation, taxis, etc. are permissible; however, receipts will be required for reimbursement

1. **Meals - \$35.00 per day (receipts required)
2. Lodging - \$75.00 per day (receipts required)

Relocation assistance - Funds may be made available to participants for the purpose of relocating to a new or different area to accept employment. Participant must provide documentation of employment. Relocation must be at least 250 miles from their previous address. However, the maximum allowable of said assistance will not exceed \$2,000.00. Relocation expenses must be approved by the case manager in advance. Receipts must be submitted with the reimbursement form.

Out-of-Area Training Allowance - Funds may be made available to participants to go out of the local workforce area for training. The participant must explore training options in Virginia first. Meals and lodging may be reimbursed for training if the training is over 200 miles from



participant's home. Reimbursement will not exceed \$350.00 per week and \$2,000.00 per participant. Receipts must be submitted with the reimbursement form.

Below is an example of the WIOA Reimbursement Form, available on vcwbay.com.

* MapQuest is required for all travel. All mileage must be documented for accounting and audit purposes.

**Meals, excluding alcoholic beverages, may be reimbursed. To qualify for reimbursement for breakfast and dinner expenses, the traveler must be staying overnight



Bay Consortium Workforce Development Board, Inc.

WIOA Reimbursement Form

Name:						Date:			
Date									
Transportation									
Points of Travel									
Personal Car Miles									
Rate Per Mile	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	
Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Airfare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Parking & Tolls	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Taxis	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Lodging									
Hotels	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Meals									
Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Tips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Purpose									
						Cash Advance		\$0.00	
						Due Participant		\$0.00	

Participant Signature

Case Manager Approval

I hereby certify that expenses listed above were incurred by me on WIOA program participation, and include only such expenses as were necessary in the conduct of this WIOA program participation. All receipts and Mapquest must be attached to qualify for reimbursement.