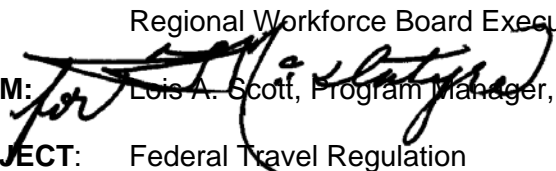




Jeb Bush
Governor
Susan Pareigis
Director

M E M O R A N D U M

DATE: March 28, 2006
TO: Regional Workforce Board Executive Directors
FROM:  Lois A. Scott, Program Manager, One-Stop and Program Support
SUBJECT: Federal Travel Regulation

As outlined in the Final Guidance - Operating Procedures for the Trade Adjustment Assistance Reform Act of 2002 Workforce Services, allowances **may** be granted to an adversely affected worker who meets all eligibility requirements to assist the worker in securing employment outside of the commuting area, but within the United States. Regional Workforce Boards (RWBs) may use TAA pass-through dollars for these allowances. It is at the discretion of each RWB to approve these benefits for trade-affected workers based on individual needs and availability of funds.

We would like to reiterate that under the Trade Act of 2002, for eligible individuals who qualify for Job Search and/or Relocation Allowances the reimbursable amount should be paid in accordance with prevailing Federal Mileage and Per Diem rates. Please refer to the Federal Travel Regulation website for more information <http://www.gsa.gov/Portal/gsa/ep/contentView.do?>

Please note that the attached forms must be used for Job Search and Relocation Allowances and upon approval at the local level, a copy of the paperwork must be submitted to the One-Stop and Program Support office for entering, tracking and reporting information to the United States Department of Labor (USDOL).

If you have any questions, please contact Mershal Noble at (850) 921-3317.

LAS/mn

Attachments

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