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SECRETARY OF COMMERCE
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DIRECTOR,
DIVISION OF WORKFORCE SERVICES

DIVISION OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 19-06

February 26, 2020

FROM: Charisse Childers, Ph.D., Director

TO: Local Workforce Development Board Directors

SUBJECT: ADWS Travel Reimbursement Policies for Federal Grant Subrecipients

1. **Purpose:** To provide guidance on Travel Reimbursements Policies for all DOL Federal Award Subrecipients.
2. **Reference:** 2 CFR 200.474(a) and Fly America Act-49 USC 40118.
3. **General Information:**
 - The DOL award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.474.
 - For domestic travel to be allowable cost, it must be necessary, reasonable, allocable and conform to the non-federal entity's written policies and procedures.
 - The travel policies of all recipients of DOL funded subawards from the Arkansas Division of Workforce Services must comply with either the State of Arkansas Travel Policy or the GSA Federal Travel Regulations. **Policies may be more restrictive than Federal or State Regulations but not less restrictive.**
 - All Subrecipients, upon selecting the State or Federal Travel Policy, must include the selected travel requirements in the entity's travel policies.
 - For reimbursement on a mileage basis, Federal awards cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees set by the IRS.
 - Mileage rates must be checked annually at www.gsa.gov/mileage to ensure compliance.
4. **Action Required:** Please provide this information to all appropriate staff.
5. **Inquiries:** Questions may be submitted to Kris Jones, ADWS EA Assistant Director at Kristopher.jones@arkansas.gov.
6. **Attachment:** N/A
7. **Expiration Date:** Ongoing

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