

ALABAMA WORKFORCE INVESTMENT SYSTEM

**Alabama Department of Commerce
Workforce Development Division
401 Adams Avenue
Post Office 304103
Montgomery, Alabama 36130-4103**

July 20, 2018

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2014-16, Change No. 06

SUBJECT: *Statewide Workforce Innovation and Opportunity Act (WIOA) Fiscal Procedures Manual*

1. Purpose. This Directive transmits a corrected page for the July 2016 edition of the Governor's *Statewide Workforce Innovation and Opportunity Act (WIOA) Fiscal Procedures Manual*.

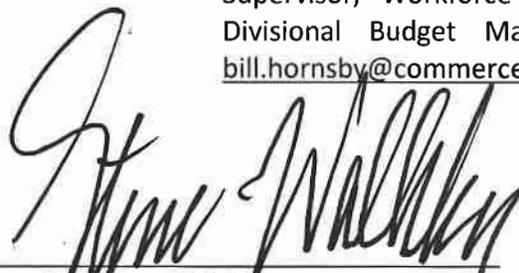
2. Discussion. Subsequent to issuing the most recent changes to the State's Travel Policy, on June 28, 2018, it was discovered that the per diem for travel of six (6) to twelve (12) hours was an incorrect amount. \$12.25 should have been \$12.75. A correction has been made and a revised page (VIII – Page 5 of 13) is attached reflecting the correct amount.

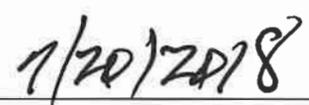
3. Action. Please replace the existing page in the *Statewide Workforce Innovation and Opportunity Act (WIOA) Fiscal Procedures Manual* with the following revised page:

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(Revised 07/19/18)

4. Contact. Any questions regarding this Directive should be referred to Bill Hornsby, Supervisor, Workforce Development Division, State Programs and Divisional Budget Management Section at (334) 242-5847 or bill.hornsby@commerce.alabama.gov.


Steve Walkley, Division Director
Commerce, Workforce Development Division


Date

Attachment

a. In-State Travel

1. For travel involving less than 6 hours, no meal allowance or per diem is allowed.
2. For travel of 6 hours to 12 hours, there is an allowance of (15% of the regular per diem rate of \$85.00) \$12.75 for one meal, provided the travel is performed outside the city limits of the official base or station (traveler's business address location) or home if closer to destination.
3. For travel requiring more than 12 hours to a destination outside the city limits of the official base or station, a \$34.00 allowance (one meal allowance and one-fourth of the per diem allowance) is allowed when the trip does not involve an overnight stay.
4. Overnight per diem will be set at the following rate effective 7/1/18:
 - 1 night on the road → \$85 per day
Example: Leave on Monday & return on Tuesday = \$170.00
 - 2 + nights on the road → \$100 per day
Examples: Leave on Monday & return to base Wednesday = \$300.00

If the normal rate of the subrecipient is less than the above-stated per day rates and the WIOA agreement states a lesser rate, the lesser rate approved shall be used.

The term overnight, as used in Code of Alabama 1975, §36-7-20, as amended, means exactly what the word implies. The common law meaning of night usually means the period between sunset and sunrise. Another rule often applied is that night is defined as beginning thirty minutes after sunset and ending thirty minutes before sunrise. Individuals whose work hours are during the night period are in work status and are not entitled to overnight per diem. Employees within reasonable travel distance from their base are expected to return to base. For travel related expenses, a traveler's base is a city or town. Individual circumstance will determine what is reasonable but, generally, a trip of 80 miles or less one-way does not require an overnight stay. Exceptions to the policy may be approved by the appropriate supervisor or division chief.

**Revised 07/19/18*