



www.stlcowd.org

Office of Compliance Issuance

36-2026

Release Number-Program Year

Active Date: 04/10/2026
Effective Date: 04/10/2026
Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Travel

ATTACHMENTS (if any): (N/A)

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES: N/A

SUMMARY

This policy describes requirements for St. Louis County Workforce Development (STLCOWD) travel.

BACKGROUND

STLCOWD staff may be required to travel outside of Region 13 to conduct official business. Travel must be approved by STLCOWD's designated staff (Executive Director and FWCA President) prior to date of arrival. It is imperative to receive approval for travel and follow procedures outlined in this policy to avoid disallowed costs.

SUBSTANCE

A. AUTHORIZATION TO TRAVEL

STLCOWD staff who are required by official duty to travel outside region thirteen (13) must obtain permission before traveling. All staff must receive written permission from STLCOWD designated staff (Executive Director and FWCA President) before making travel arrangements.

B. AIRFARE

- I. Type of Airfare and Scheduling Travel - The most economical fare available must be utilized on scheduled airlines. First class transportation will not be reimbursed. STLCOWD designated staff (Executive Director and FWCA President) will make travel arrangements unless otherwise directed by your supervisor. It is the staff's responsibility to be familiar with the necessary regulations and funding availability to avoid non-reimbursement.
- II. Staff Stopovers/Side Trips for Personal Reasons - If staff adds an additional stopover or side trip to a business trip for personal reasons, the staff will be responsible for any additional costs incurred above the lowest fare available for travel to and from the business destination. If a reduced fare results from a personal change in travel, additional lodging, meal or car rental expenses incurred to achieve this reduced airfare will be reimbursed up to the amount of the lowest fare available as if the personal travel changes had not been made (lowest amount necessary for STLCOWD to pay).

C. PERSONAL CAR EXPENSES

Staff will be reimbursed for use of their personal car on STLCOWD business, which requires more than normal home-to-work travel. Reimbursement is at the current IRS rate. Reimbursement for parking and taxi fees will be made if the staff are flying on STLCOWD business. Mileage reimbursement should not overly exceed (150%) amount purchased for gas.

D. LODGING & RENTAL CARS

These expenses are reimbursable at actual cost if allowed by the funding agency. Reimbursement will be based on original receipts; copies will not be considered for reimbursement. All receipts must be dated.

E. MEALS

Reasonable cost of meals is reimbursable at actual cost if allowed by the funding agency and original receipts are submitted. STLCOWD policy prohibits reimbursement for alcoholic beverages. Receipts must include the date, persons accompanying the staff, and which meal, if applicable. Per diem rates should be prorated based on arrival and departure times; meals should not exceed this rate.

F. WORK SCHEDULE DURING TRAVEL

The nature of work-related travel implies that the staff will be working outside of the normal work schedule. Staff may claim "hours worked" for work and/or travel while away from home.

G. REIMBURSEMENT PROCEDURES

STLCOWD staff are eligible for reimbursement of actual expenses for approved travel by submitting a travel request or reimbursement forms no later than 30 days after travel. Original receipts must support business expenses where receipts are customary. This may include such items as parking, bridge/ferry tolls, lodging, taxi fees, special registration, banquet fees, and miscellaneous expenses (prior written or verbal approval). Proof of actual travel must be submitted with your STLCOWD Travel Request or Reimbursement forms. This includes flight coupons and hotel receipts. A travel expense voucher must be turned in for each trip, even if no further reimbursement is requested.

If circumstances require the staff to report to the office before departure, reimbursement may begin from the office. Under normal circumstances, WDB staff will not be reimbursed for travel from home to the office. When possible, a tax letter should be provided to the hotel to avoid being assessed for state taxes. Meals within the staff's domicile will not normally be reimbursed, except when the staff is required to attend a meal function as part of their normal duties or is acting in an official capacity during a meal.

TIMELINE

Immediate and continuous

INQUIRIES

Please direct all questions or comments regarding this Issuance to stlcowd@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.