

Content Changes from Prior WD Letters

Topic	WD Letter 19-11	Prior WD Letters
Audience	<ul style="list-style-type: none"> • Board Executive Directors • Agency Grantees • Commission Executive Offices • Integrated Service Area Managers 	<ul style="list-style-type: none"> • Board Executive Directors • Commission Executive Offices • Integrated Service Area Managers
Scope	<ul style="list-style-type: none"> • Federal Cost Principles • Uniform Grant Management Standards • State Travel Regulations • Workforce Investment Act (Foreign Travel) 	State Travel Regulations
Mandatory Applicability of State Travel Regulations and Maximum State Rates	Reexamination of the applicability of state travel regulations resulted in determination that only entities that are state agencies, as defined in Attachment 1, are required to comply with state travel regulations; i.e., Boards, Agency Grantees that are state agencies, lower-tier subrecipients that are state agencies.	<p>Required all Board travel expenditures to comply with state travel regulations, regardless of whether the expenditure originated at the Board or a lower-tier subrecipient.</p> <p><i>Note:</i> Although not addressed by WD Letter, the same logic applied to Agency Grantees.</p>
Office of State-Federal Relations (OSFR) Notification for Certain Travel to Washington, DC	Reexamination of the applicability of OSFR notification requirements resulted in changes that limit the requirement to state agencies with a 3-digit agency code (which excludes Boards).	Boards were subject to OSFR reporting requirements.
Merit Staff	Text of procedures addressing state merit staff was changed to cover all state merit staff, which currently includes Employment Service and Trade staff.	WD Letter 05-08 and WD Letter 05-08, Change 1, were issued prior to the existence of state merit staff for Trade; both solely addressed Employment Service staff.

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Foreign Travel	Provides information that the Workforce Investment Act (WIA) prohibits use of WIA funds for foreign travel and defines foreign travel for purposes of this limitation.	Not addressed.
Increase to Maximum Out-of-State Lodging Rate by Reducing Meal Rate	Provides information that state travel regulations permit state agencies to increase the maximum out-of-state lodging rate for a location by reducing the meal rate for that duty point by a reciprocal amount.	Not addressed.
Applicability of Six-Hour Condition for Nonovernight Travel of the Chief Administrator of a State Agency	Provides information that the chief administrator of a state agency is not subject to the requirement that an individual be outside of his or her designated headquarters for a minimum of six consecutive hours in order to be eligible for reimbursement of meals incurred for nonovernight travel.	Not addressed.