

Oklahoma Employment Security Commission



Jon Brock, Executive Director

Brad Henry, Governor

Representing Employers
Julius Hilburn, Commissioner
Gayle Harris, Commissioner

Representing the Public
Rev. W. B. Parker, Chairman

Representing Employees
Mike Wester, Commissioner
Susan Stoll, Commissioner

January 17, 2006

Oklahoma Employment and Training Issuance # 01-2006

TO: Grant Recipients
WIB Staff

FROM: Director, Workforce Integrated
Programs Division

SUBJECT: Mileage Reimbursement Rate

MESSAGE: The office of State Finance advises that the Internal Revenue Service has announced a decrease in the mileage reimbursement rate effective January 1, 2006. Effective that date, the rate of reimbursement allowed on Oklahoma State Travel claims was \$0.445 per mile. There were no changes made to per diem rates.

ACTION: Please share this information with all affected and interested parties.

RESCISSIONS: This policy rescinds OETI # 15-2005.

RG/sg

Individual Training Voucher Modification Form Instructions

An additional header may be included below the “Referral Modification Form” heading. This section has been left blank so that the WIA may customize the form for identification purposes.

1. Modification Number – Enter the number of the modification. 1,2, etc.
2. Effective Date – Enter the effective date of the modification.
3. Training Provider – Enter the name of the service provider.
4. Vendor Number – Enter the WIA vendor number as assigned by the WIA.
5. WIA Program – Enter the program title as identified on the original “Individual Training Voucher Form”.
6. Participant Name – Enter the name of the participant.
7. SSN – Enter the social security number of the participant.
8. Explanation for Modification – Identify the reason or need for a modification of the “Individual Training Voucher”. Be specific.
9. Check Those That Apply – Identify each of the areas being modified and the dollar amount to be modified. All decreases shall be identified as follows: <\$0.00>. A modification is not required if the costs of books, equipment/tools, uniforms and other costs are lower than the maximum estimate which was stated on the Individual Training Voucher Form.
10. Total Amount of Modification – Enter the total dollar amount of the modification and check the box indicating an increase or decrease.
11. Supporting Documentation Attached – Check the appropriate answer. All modifications increasing the training cost shall have documentation attached. Modifications for deobligation or a decrease of training funds may not require supporting documentation.
12. For WIA Use Only – WIA specific information may be added to the form. This may include invoicing instructions, participant support services, obligation information, additional signature lines or other WIA specific language.