



DATE: December 17, 2003

SWA ISSUANCE NO.: 04-04

SUBJECT: REIMBURSEMENT FOR TRADE PARTICIPANT TRAVEL EXPENSES

1. Purpose. To provide updated information for the payment of transportation allowances to eligible workers under the Trade Act.

2. References. None.

3. Discussion. The General Services Administration has announced an increase in the automobile (POV - privately owned vehicle) mileage reimbursement rate. The POV reimbursement rate is increased from 36.0 cents per mile to 37.5 cents per mile effective January 01, 2004. All travel performed by eligible participants in the Trade Adjustment Assistance (TAA) program on or after January 01, 2004 may be reimbursed up to the 37.5 cents per mile rate. The new mileage reimbursement rate for motorcycles is 28.5 cents per mile. It is vital that during the Spring, Summer and Fall seasons that states determine if participants are traveling via motorcycle. If so, they should only be reimbursed at the rate for motorcycles and not for automobiles.

Information on Federal travel rates and policies can be found on the Internet at:

<http://www.gsa.gov>

4. Action Requested. Administrators are requested to provide this information to staff involved in the administration of the Trade Program, including the **TAA and TRA Coordinators**.

5. Inquiries. Questions may be directed to Timothy Theberge at (617) 788-0139 or theberge.timothy@dol.gov.

Joseph F. Stoltz
Regional Administrator