

WORKFORCE INNOVATION AND OPPORTUNITY ACT
INSTRUCTIONS - BUDGET DETAIL A-3
TRAVEL – INTRA-STATE
Local Adult / Dislocated Worker Programs / Local Administration

Purpose

Budget Detail A-3 displays the planned expenditures for intra-state travel and the planned funding source.

General Instructions

A separate Budget Detail A-3 should be prepared for each agreement (Adult Programs, Dislocated Worker Programs and Local Administrative Costs).

Box I.A Agency Name

Box I.B Program
Specify WIOA Adult, Dislocated Worker (DW) or Local
Administrative Costs (LAC) and the Program Year (PY XX).

Box I.C Agreement No.
Leave this blank if the budget is for a new program year because a new
agreement number will be assigned. If a budget modification is being
submitted, input the previously assigned number.

Box I.D Modification No.
Enter the modification number of the agreement, if applicable.

Box I.E Agreement Period
Enter the planned agreement period.

Box I.F Page No.
Enter the page numbers comprising the entire Budget Detail A-3.

Column II.A Employee Name/Position Title
Enter name or position title for individual(s) who will be traveling.

Column II.B Destination
Enter the travel destination within the State of Hawaii. Travel must be
directly related to the program.

Column II.C No. Days
Enter the estimated number of days of official travel.

Column II.D Per Diem

Enter the estimated amount of per diem.

Column II.E	Air Fare Enter the estimated cost of air fare. First-class or other upgraded classes of service is not allowed.
Column II.F	Other Travel Costs Enter the estimated cost of other travel expenses; i.e. car rental, airport parking, etc.
Column II.G	Total Travel Costs Enter the sum of columns II.D through F.
Column II.H	WIOA Expenses Enter the planned expenditure of WIOA federal funds for the specified travel.
Column II.I	Non-Federal Expenses Enter the planned expenditure of non-federal funds for the specified travel.
Column II.J	Program Income Expenses Enter the planned expenditure of program income funds for the specified travel.

Enter the totals for columns II.G through J on Budget Detail A, line II.A.5.a.

Justification/Comments – Specify the need for intra-state travel for the delivery of services.