

WORKFORCE INNOVATION AND OPPORTUNITY ACT
INSTRUCTIONS - BUDGET DETAIL A-4
TRAVEL – INTER-STATE
Local Adult / Dislocated Worker Programs / Local Administration

Purpose

Budget Detail A-4 displays the planned expenditures for inter-state travel and the planned funding source.

General Instructions

A separate Budget Detail A-4 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 outside 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.b.

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