

**TEXAS WORKFORCE COMMISSION LETTER**

<b>ID/No:</b>	WD 05-08, Change 1
<b>Date:</b>	July 1, 2008
<b>Keyword:</b>	Fiscal Admin
<b>Effective:</b>	<b>July 1, 2008</b>

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject:** **Travel Rates and Regulations – Update**

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**PURPOSE:**

To provide Local Workforce Development Boards (Boards) with the maximum mileage reimbursement rate effective July 1, 2008.

**BACKGROUND:**

On May 16, 2008, the Texas Workforce Commission issued WD Letter 05-08 to provide Boards with information on state travel regulations effective September 1, 2007, through August 31, 2009.

On July 1, 2008, the Internal Revenue Service will increase the mileage reimbursement rate to 58.5 cents per mile. On June 25, 2008, the State Comptroller of Public Accounts notified state agencies that it would increase the maximum mileage reimbursement rate from 50.5 cents per mile to 58.5 cents per mile effective July 1, 2008. Therefore, Attachment 1 to this WD Letter updates the mileage rates on Page 5 of WD Letter 05-08.

**PROCEDURES:**

Boards must:

- destroy Page 5 of WD Letter 05-08; and
- replace it with revised Page 5, included as Attachment 1 to this WD Letter.

NLF

**INQUIRIES:**

Direct inquiries regarding this WD Letter to Kimberly R. Emmerich, Director of Financial Operations, at [Fiscal.TA@twc.state.tx.us](mailto:Fiscal.TA@twc.state.tx.us).

**ATTACHMENT:**

Attachment 1: WD Letter 05-08, Change 1, Attachment 1 (Page 5)

**RESCISSIONS:**

Page 5 of WD Letter 05-08

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**REFERENCE:**

WD Letter 05-08, issued May 16, 2008, and entitled "Travel Rates and Regulations"

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must" or "shall."

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."