



MEMORANDUM

LOCAL PROJECTS DIVISION

Date: 01/23/2013

Subject: LPD Workforce Development Reimbursement

The following changes in the reimbursement process are effective as of April 1, 2013:

1. Mileage for travel to and from sponsored events is no longer reimbursable for workforce development events scheduled after April 1, 2013.
2. Participants will be responsible for arranging their lodging as allowable.
3. Lodging will no longer be direct billed back to NDOR. Submit all receipts for lodging with your expense reimbursement request.