



Policy Number 2
Issued: February 12, 2009
Revised: September 16, 2016
By: Wyoming Workforce Development Council

1.0 Purpose

In compliance with the operating rules of the Wyoming Workforce Development Council, members shall be provided travel assistance for attending meetings. This policy establishes the Wyoming Workforce Development Council's guidance on use of the state plane or commercial charter air service for scheduled Council meetings.

2.0 Policy

It is the policy of the Wyoming Workforce Development Council that:

- 2.1 Members and support staff may travel on the state plane when travel by automobile would require travel time of approximately three (3) hours or more by motor vehicle.
- 2.2 The state plane or commercial charter air service should only be used if the plane is seventy-five (75) percent full and greater than ten (10) calendar days prior to the date of use.
- 2.3 All user cancellations shall be made seventy-two (72) hours prior to the date of use.
- 2.4 If commercial charter air service is to be used to transport Wyoming Workforce Development Council members, a contract with the service provider must be approved by the state attorney general's office and is subject to review by the Department of Workforce Services.
- 2.5 Priority for seating on the plane shall be based on distance from the scheduled Wyoming Workforce Development Council meeting.
- 2.6 Wyoming Workforce Development Council members shall have priority over staff members for seating on the plane.

3.0 Compliance with Federal and State Law/Regulation/Policy

- 3.1 This policy complies with any and all federal and state laws, regulations and policies.