

**SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD**

**SOUTHWESTERN AREA GUIDANCE LETTER (SWAGL) 25-01  
Supportive Service – Mileage Reimbursement**

**Date of Issue**

12/16/2025

**Effective Date**

July 1, 2025

**Applicability**

This applies to the Southwestern Area Workforce Development Board (SAWDB), which provides services under the Workforce Innovation and Opportunity Act (WIOA) for Adults, Dislocated Workers, and Youth.

**References**

17-09.6 Supportive Services Policy

**Background**

This applies to the new forms updated by the AE for mileage reimbursement.

**Action**

1. Mileage reimbursement for participants going 25-75 miles or less in a day will receive the maximum daily amount of \$25.00.
2. Mileage reimbursement for participants going 76-150 miles in a day will receive the maximum daily amount of \$50.00.
3. Mileage reimbursement for participants going 151 miles or more in a day will receive the maximum daily amount of \$75.00

**Inquires**

Questions related to the letter may be directed to the Administrative Entity at (575) 744-4857.

  
\_\_\_\_\_  
WIOA Administrator