**Department of Education**

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**CAREER AND TECHNICAL EDUCATION MEMO NO. 156-20**

**DATE:** April 10, 2020

**FROM:** George R. Willcox, Director, Operations and Accountability

Office of Career, Technical, and Adult Education

**SUBJECT: Career and Technical Education Update #2**

The U.S. Department of Education recently issued regulatory information pertaining to Perkins V reimbursement for conference related activities during the impact of COVID-19.

Several school divisions have requested guidance pertaining to the following question.

**If a conference, training, or other activity related to Perkins V implementation is cancelled due to COVID-19, may Perkins V funds be used to reimburse nonrefundable travel (e.g., conveyance or lodging) or registration costs that were properly chargeable to the grant at the time of booking?**

Yes, provided that the school division first seeks to recover nonrefundable costs (e.g., travel, registration fees) from the relevant entity that charged the fee (e.g., airline, hotel, conference organizer). Some businesses are offering flexibility with regard to refunds, credits, and other remedies for losses due to the COVID-19 outbreak. Moreover, many agreements or contracts for conferences, training, or other activities related to an educational purchase contain an emergency or “act of God” provision, and the school division must seek to exercise those clauses to the extent possible in light of the COVID-19 outbreak.

If a school division is unable to recover the costs, the school division may seek Perkins V reimbursement for the cancellation costs, provided the costs were reasonable and incurred in order to carry out an allowable activity under the approved local Perkins V plan.

If you have additional questions about conference related Perkins V reimbursements, please contact William A. Hatch, Coordinator for Planning, Administration, and Accountability, Office of Career, Technical, and Adult Education at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or at (804) 786-4206.

GRW/WAH/jts