Missouri Department of Economic Development
Missouri Division of Workforce Development

Missouri Employment & Training Program

WEEKLY CLAIM FOR TRANSPORTATION-RELATED EXPENSES (TRE)

METP

STUDENT INFORMATION

STUDENT'S NAME (Last, First, Middle)	STUDENT'S PHONE NUMBER		
STUDENT'S STREET ADDRESS	CITY	STATE	ZIP CODE

TO BE COMPLETED BY THE TRAINING FACILITY

YES NO

☐ ☐ During the week of _____ , did the student terminate participation in training?
If "Yes," Date Terminated _____ Last Day Attended _____

ATTENDANCE RECORD

☐ ☐ Did the student receive a subsistence, education and training or educational assistance allowance from a Pell Grant, Supplemental Education Opportunity Grant, Veterans Administration, Job Training Partnership Act or any other federally funded program for the week?

If "Yes," name of program _____ Date Received _____

_____ Number of days student attended training for the week of _____

TRAINING FACILITY CERTIFICATION

The above answers are in accordance with our records. The student is making satisfactory progress in all scheduled classes. The student is on schedule to finish training in accordance with the METP approved training program.

NAME OF TRAINING FACILITY

X _____ _____
TRAINING FACILITY REPRESENTATIVE'S SIGNATURE DATE

JOB CENTER	MAIL ORIGINAL OF THIS FORM TO:
DATE	
STAFF NAME	

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.