

Event	Description	Location	Food	Funding	Approving Official
Cultural Awareness Ceremonies, Presentations, and Similar Events	Programs intended to recognize the cultural heritages of the United States and host countries.	Domestic	Food samples are allowable.	Peace Corps Direct Appropriation, Regular Funds	A Delegate or designee
		Overseas	Food samples are allowable.	Peace Corps Direct Appropriation, Regular Funds	Country Director or designee
Entertainment Events	Domestic official gatherings that are for the entertainment of non-Executive Branch entities or are social in nature.	Domestic Only	Refreshments or meals are allowable	Peace Corps Direct Appropriation, Entertainment Funds (See MS 725.)	Director, Deputy Director, or Chief of Staff
Initial Visits to Host Family Sites and Other Initial Site Development Activity	Gatherings where staff is meeting with potential host families and counterparts during site development activities.	Overseas Only	Refreshments are allowable.	Peace Corps Direct Appropriation, Regular Funds	Country Director or designee
Non-Staff Training	An instructional course conducted by the Peace Corps, another U.S. government agency, or a private entity for the benefit of V/Ts, host country counterparts, and/or other non-staff.	Domestic (uncommon)	Refreshments are allowable. Meals must be deducted from per diem if on travel status.	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	A Delegate or designee
		Overseas	Refreshments are allowable. Meals must be deducted from per diem if on travel status.	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	Country Director or designee
Peace Corps Speaker Program	An organized gathering, open to the public or other guests, for the purpose of recognizing members of the public and their contributions in connection with Peace Corps programs and operations.	Domestic Only	Refreshments are allowable.	Peace Corps Direct Appropriation, Regular Funds	Director, Deputy Director, or Chief of Staff
Public Award Ceremonies	Formal gatherings open to the public or other guests for the purpose of recognizing members of the public in connection with Peace Corps programs or operations .	Domestic Only	Refreshments are allowable.	Peace Corps Direct Appropriation, Regular Funds	Director, Deputy Director, or Chief of Staff
Recruitment Events	Any organized gathering having the objective of explaining Peace Corps programs or operations to potential Volunteers and promoting public interest in volunteering with the Peace Corps.	Domestic Only	Refreshments are allowable.	Peace Corps Direct Appropriation, Regular Funds	Associate Director of VRS or designee or Associate Director of PCR or designee
Representation Events	Overseas official gatherings that are for the purposes of promoting the Peace Corps to overseas partners (i.e., host country partners and government entities) or are social in nature (as opposed to programmatic or operational).	Overseas Only	Refreshments or meals are allowable.	Peace Corps Direct Appropriation, Representation Funds (See MS 724.)	Country Director or designee
Staff Award and Recognition Ceremonies	Scheduled Events where staff are honored and recognized for their	Domestic	Refreshments are allowable.	Peace Corps Direct Appropriation, Regular Funds	A Delegate or designee

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	specific contributions or service to the Peace Corps. (See MS 662.)	Overseas	Refreshments are allowable.	Peace Corps Direct Appropriation, Regular Funds	Country Director or designee
Staff Conferences	A meeting, retreat, seminar, symposium, or Event at which at least 75% of conference participants are on travel status. The term “conference” also applies to training activities that are conferences in accordance with 5 CFR 410.404. Staff Conferences can be held either at Peace Corps facilities or at non-Peace Corps facilities.	Domestic	Meals and refreshments are allowable. Meals must be deducted from per diem by those on travel status.	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	A Delegate or designee
		Overseas	Meals and refreshments are allowable. Meals must be deducted from per diem by those on travel status.	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	Country Director or designee
Staff Meetings	Gatherings typically held at Peace Corps facilities to discuss general day-to-day business of the Peace Corps and its operations.	Domestic	No	N/A	N/A
		Overseas	No	N/A	N/A
Staff On-Boarding	Required gathering, regardless of length, of newly-hired staff members for orientation, training, and a basic introduction to working at the Peace Corps. This is not considered Staff Training.	Domestic	No	N/A	N/A
		Overseas	No	N/A	N/A
Staff Retreats	Gatherings generally held at a location other than at Peace Corps facilities to discuss the day-to-day business of the Peace Corps and its operations, including strategic planning, budget, and programming discussions and related presentations.	Domestic	No, except in rare circumstances.*	N/A	N/A
		Overseas	Refreshments or meals are allowable if certain conditions are met. See MS 729 4.2(h).	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	Country Director or designee
Staff Training (Domestic)	A planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, legal or other fields, which will improve individual and organizational performance and assist in achieving the agency’s mission and performance goals. Such an Event is conducted by the Peace Corps, another U.S. government agency, or a private entity for the benefit of Peace Corps staff. This excludes Staff On-Boarding.	Domestic - At PC facility.	No	N/A	N/A
		Domestic - Not at PC facility. - At duty station.	No	N/A	N/A
		Domestic - Not at PC facility. - Away from duty station.	Meals and refreshments may be allowable.* Meals must be deducted from per diem by those on travel status.	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	A Delegate or designee

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Staff Training (Overseas)		Overseas - At PC facility.	No	N/A	N/A
		Overseas - Not at PC facility. - At duty station.	Refreshments or meals are allowable if certain conditions are met. See MS 729 subsection 4.2(h).	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	Country Director or designee
		Overseas - Not at PC facility. - Away from duty station.	Meals and refreshments may be allowable.* Meals must be deducted from per diem by those on travel status.	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	Country Director or designee
Unofficial Peace Corps Events	Staff member birthdays, personal milestones, holiday parties, informal staff lunches, and the like.	Domestic	No	N/A	N/A
		Overseas	No	N/A	N/A
V/T Meetings, Conferences, Trainings, and Similar Events	Official gatherings, primarily for the benefit of V/Ts, for the purpose of training and enhancing volunteer service.	Domestic	Refreshment and meals	Peace Corps Direct Appropriation, Regular Funds	OGO A Delegate, RD Region, or designee
		Overseas	Refreshment and meals	Peace Corps Direct Appropriation, Regular Funds or Transfer/Reimbursable Funds, as appropriate	Country Director or designee

* If **PC sponsored or non-PC sponsored training** is considered a conference per [5 CFR 410.404](#), refer to Staff Conference guidance. If not a Staff Conference, see below.

Food may be provided at a **PC-sponsored retreat/training** that takes place at a non-PC facility if food is included at no additional cost (non-separable) by venue. *Cost comparison of venues must be completed, and an A Delegate or designee must approve justification of that venue and location.*

Food may be received at a **non-PC sponsored training** if both of the following are true:

- The food is non-separable from the overall cost of the training, **and**
- Participation is necessary to achieve the full benefit of the training program.