

MS 222 Trainee Allowances

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Table of Contents

- 1.0 Purpose
 - 2.0 Authority
 - 3.0 Policy
 - 4.0 Allowances in the United States
 - 4.1 Staging Allowance
 - 4.2 En Route Allowance
 - 4.3 Administrative Hold Allowance
 - 4.4 Emergency Leave Allowance
 - 4.5 Medevacs and/or Medical Hold Allowances
 - 5.0 Daily Allowances in Third Countries
 - 5.1 Pre-Service Training
 - 5.2 Medical Evacuation
 - 6.0 In-Country Trainee Allowances
 - 6.1 Walk-Around Allowances
 - 6.1.1 Determination of the Amount
 - 6.1.2 Payment Procedures
 - 6.2 In-Country Travel Allowances
 - 7.0 En Route Travel Allowance
 - 8.0 Evacuation Allowance
 - 9.0 Departure Tax Allowance
 - 10.0 Reporting a Crime
 - 11.0 Effective Date
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Appendix A: Trainee Allowances

1.0 Purpose

This Manual Section sets out the policies regarding allowances provided to Trainees. The specific amounts currently authorized for each type of allowance are shown in Appendix A: Trainee Allowances and in Chapter 2 of the Overseas Financial Management Handbook (OFMH).

2.0 Authority

Peace Corps Act, Sections 5(b) and 8(a).

3.0 Policy

As set out in this Manual Section, the Peace Corps will provide allowances to Trainees (and to some extent to applicants) as necessary for their maintenance and to insure their health and capacity to serve effectively.

4.0 Allowances in the United States

4.1 Staging Allowance

Upon departure from home-of-record, or another location as directed by the Peace Corps, to begin direct travel to a staging event, Peace Corps Trainees are provided a one-time allowance to defray the costs of registration (e.g. fingerprinting, postage), meals, and other related expenses incurred en route and during staging (e.g. baggage, buses, taxi, and other local transportation).

4.2 En Route Allowance

Trainees otherwise authorized to travel between Post and the U.S. will receive an en route allowance to defray travel costs.

4.3 Administrative Hold Allowance

Trainees who are placed on administrative hold in accordance with MS 220 *Leave for Volunteers/Trainees* are entitled to receive a daily allowance. The administrative hold allowance is authorized to be paid at the staging location or the Trainee's home-of-record and is charged to the applicable Region.

4.4 Emergency Leave Allowance

Trainees who have an approved family medical emergency will receive a daily emergency leave allowance (*see* MS 220).

Trainees traveling from overseas are given emergency leave allowances for a maximum of fourteen (14) days. Such allowances are disbursed before the Trainees depart from Post.

4.5 Medevacs and/or Medical Hold Allowances

Trainees who are treated in the United States for medical reasons receive a daily Medevac (*see MS 264 Medical Evacuation*) or Medical Hold (*see MS 220*) allowance, for meals and incidental expenses, unless meals are provided at government expense, e.g., the trainee is hospitalized. Three days' worth of the allowance, plus an en route travel allowance, should be given to the Trainee in-country prior to departure for the United States. A request for more than three (3) days of the allowance for a Trainee in-country must be authorized by the Office of Medical Services.

5.0 Daily Allowances in Third Countries

Trainees sent to countries other than the United States or their countries of assignment for training, medical consultation or treatment, or for authorized extraordinary purposes, receive pre-service training and medical evacuation allowances.

5.1 Pre-Service Training

Trainees participating in third-country training will receive allowances comparable to those established locally for all Trainees.

5.2 Medical Evacuation

Trainees medically evacuated to a third country will receive a standard daily allowance for that period of time during which they are receiving services or are hospitalized.

6.0 In-Country Trainee Allowances

6.1 Walk-Around Allowances

Peace Corps provides Trainees the necessary support for their training needs, such as lodging, food, transportation, and supplies. In addition, the Trainees are provided a walk-around allowance which allows them to pay for personal needs not directly related to the training program. Personal needs include such items as postage, reading material, toiletries, and recreation needs.

6.1.1 Determination of the Amount

The amount of the walk-around allowance is determined by the Country Director, but cannot exceed the daily equivalent of the incidental, reading material and recreation/entertainment

components of the Volunteer monthly living allowance (*see* MS 221, *Volunteer Allowances*) plus the estimated cost of meals not provided at the training site.

6.1.2 Payment Procedures

The applicable payment procedures are set out in the OFMH.

6.2 In-Country Travel Allowances

Trainees may receive in-country travel allowances, as appropriate, for Pre-Service Training activities or other authorized travel.

7.0 En Route Travel Allowance between Post of Assignment and a Country other than Home-of-Record

Trainees authorized to travel between their Post of assignment and a third country, will receive en route travel allowance to cover lodging as needed and incidental expenses while in transit. The amount of the en route allowance may vary according to the itinerary and number of meals which must be purchased en route. However, the Regional Director may authorize a higher amount in exceptional circumstances.

8.0 Evacuation Allowance

An evacuation allowance will be paid to Trainees who are terminated due to an evacuation or the unplanned suspension of a country program. See details in MS 221.

9.0 Departure Tax Allowance

Trainees will receive an allowance to cover any applicable departure taxes that may be charged when leaving the country of service. This allowance will be paid on authorized emergency travel, special leave, and for Close of Service/Early Termination travel purchased by the Peace Corps.

10.0 Reporting a Crime

A Trainee who is otherwise eligible for one or more allowances set forth in this Manual Section will not lose and may not be threatened with the loss of all or a portion of such allowance or allowances because the Trainee has reported a crime or otherwise made any allegation covered by MS 240 *Immunity from Disciplinary Action in Sexual Assault Incidents* or MS 271 *Confidentiality Protection*.

11.0 Effective Date

The effective date of this Manual Section is the date of issuance.