

MS 725 Entertainment Funds

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Responsible Office: OPBF/FS

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Attachments

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Attachments

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1.0 Purpose

This Manual Section promulgates the rules regarding the use of the Entertainment Fund authorized by Section 15(d)(5) of the Peace Corps Act.

2.0 Background

Section 15(d) (5) of the Peace Corps Act limits the use of appropriated funds for entertainment to \$5,000 in any one fiscal year. In some cases, Peace Corps' appropriation act places a lower limitation than the \$5,000 on the use of entertainment funds in any one fiscal year. These funds are generally for use in the continental United States and are to be expended only when the official interest of the Peace Corps is served. Country Directors will use their authorized

Representation Allowance for entertainment in country which is governed by MS 724, and not by this Manual Section.

3.0 Use and Approval

Use of entertainment funds must be approved in advance by the Director of Peace Corps. Obligations incurred for entertainment will be charged to a central fund account as indicated in the "Fiscal Coding Handbook." Requests, which must have the concurrence of the Chief Financial Officer (CFO), shall be submitted in writing and in duplicate to the Director of Peace Corps (see Attachment A for a sample request). These requests should show the following:

- A description of function, location, and date;
- The specific purpose for which approval is sought;
- The names and titles of individuals to be entertained and the organizations or Governments with which they are associated;
- The names and titles, to the extent practicable, of any Peace Corps or other U.S. Government employees to be present; and
- The estimated cost.

4.0 Limitations

4.1 Entertainment of Peace Corps Employees and Contractors

Under no circumstances will entertainment funds be used for the following:

- Entertainment primarily of Peace Corps employees and other U. S. Government employees, or both, (members of Congress are not "employees" for purposes of this rule, 5 U. S. C. A. 5521 [1] and [2]); or

Entertainment of persons who represent Peace Corps contractors or prospective contractors in contract negotiations or executions, except for group functions, which do not violate MS 641, "Employee Standards of Conduct."