

MS 222 TRAINEE ALLOWANCES

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ATTACHMENTS

Attachment A Trainee Specific Allowance rates

1.0 AUTHORITY

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

2.0 PURPOSE

This manual section sets out the policies and procedures regarding allowances provided to Trainees. The specific amounts currently authorized for each type of allowance are shown in Attachment 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 Registration Allowance

Upon arrival at staging, Trainees are provided a registration allowance to defray costs of photographs, fingerprinting, and other related expenses incurred in route to the staging site.

4.2 Administrative Hold Allowance

Trainees whose departure is delayed for the convenience of the Peace Corps are placed on administrative hold status and thus 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.

4.3 Emergency Leave Allowance

Trainees who have an approved family medical emergency will receive a daily emergency leave allowance (See MS 220, Leave for Volunteers/Trainees).

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

4.4 Medevacs and/or Medical Hold Allowances

Trainees who are treated in the United States for medical reasons receive a daily Medevac or Medical Hold 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 days of the allowance for a Trainee in-country must be authorized by the Office of Medical Services.

Trainees evacuated to Hawaii will receive a daily allowance in-country prior to departure for the first seven days plus a travel allowance established in accordance with their itinerary.

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. For any period of time in a third country during which they are not hospitalized, medically evacuated Trainees will receive daily allowances for, or related to, extraordinary travel as follows:

- (a) For Trainees in another Peace Corps Country, the Trainee will receive a daily allowance equal to the per diem rate established by the host Country Director for in-country Peace Corps Volunteers;
- (b) For Trainees in a non-Peace Corps country, the Trainees will receive a daily allowance as determined by their Country Director, but not to exceed 75 percent of the maximum per diem rate allowed Peace Corps employees traveling to the same country.

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 would 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 shall be determined by the Country Director, but shall not 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 Overseas Financial Management Handbook.

7.0 EN ROUTE TRAVEL ALLOWANCE

Trainees traveling between their country of assignment and the United States, or their country of assignment and a third country, will receive en route travel allowance to cover lodging as needed and incidental expenses while in transit.

7.1 Allowance Amount

The amount of the travel allowance may vary according to the itinerary and number of meals which must be purchased en route. Trainees traveling to their country of assignment for the first time will receive an en route travel allowance. However, the Regional Director may authorize a higher amount in exceptional circumstances.

7.2 Time Limitations

Trainees on emergency leave shall not receive allowance payments for more than 14 consecutive days (excluding travel time). Trainees whose departure for overseas duty or whose transfer/extension is delayed for the convenience of the Peace Corps may be placed on administrative hold for a period not to exceed 60 days (See MS 220, Leave for Volunteers/Trainees, and MS 282, Transfers and Reassignments of Trainees and Volunteers, Reinstatements and Reenrollments.)

7.3 Reduction of Allowance Rates

The applicable Regional Director may reduce the amount of allowances for any period beyond 30 days if it appears that the total allowances exceed the subsistence expenses actually incurred by a Trainee.

8.0 EVACUATION ALLOWANCE

An evacuation allowance will be paid to Trainees (and Volunteers, see MS 221, Volunteer Allowances) who are terminated within six months of their enter-on-duty date due to an evacuation or the unplanned suspension of a country program. The allowance provides financial assistance to Trainees upon their return to the United States since they will have accumulated only a minimal amount of money through the readjustment allowance. In particular, a Trainee who wishes to re-enroll in another country may find it difficult to wait several months for another assignment without any income. The Peace Corps believes it should provide financial assistance to Trainees during this period.

8.1 Allowance Amount

The amount paid to the Trainee is calculated by the Office of Volunteer and PSC Financial Services (VPS), based on the number of months since the Trainee's enter-on-duty date. Generally, it is the difference between the gross amount of readjustment allowance the Trainee has earned and six months' readjustment allowance at the current rate. The Office of VPS will process the evacuation allowance upon receipt of the termination notification.

8.2 Limitations

Trainees who continue their service uninterrupted in another country (i.e., direct transfers) do not receive the evacuation allowance since they do not have transitional needs in the United States.

9.0 EFFECTIVE DATE

The effective date is the date of issuance.