

POLICY GUIDELINES

PURCHASE OF FOOD AND/OR REFRESHMENTS FOR STAFF/ATTENDEES

The chart below indicates when regular or representation funds may be used to purchase food and/or refreshments for staff and attendees at certain types of Peace Corps events. The event column indicates when food and refreshments or only refreshments may be purchased for the event. A check mark under the regular or representation column means that such funds may be used for the associated event if all the necessary criteria for the event have been satisfied. If no check mark is shown, regular or representation funds may not be used to purchase food or refreshments.

	Type of Event	Type of Funds	
		Regular	Representation
1	<p>Volunteer Training Event <i>(within or outside official duty area)</i></p> <p>Staff whose participation at the training session is necessary (e.g., trainer or speaker) may be provided with meals and refreshments where it is determined that the meals and refreshments are a necessary incident to providing the training.</p> <p>Example: Staff presenting a five-day HIV/AIDS education workshop held at the Peace Corps office. The trainers are required to take meals with the trainees during the training sessions and the meals and refreshments are an intrinsic part of the training sessions (i.e., information is presented to the trainees during meals and, during other times, the trainers are required to remain with the trainees in order to be available to respond to inquiries which arise during formal training sessions). Regular funds may be used to provide staff with refreshments and meals.</p>	✓	
2	<p>Volunteer Swearing-In Ceremony</p> <p>Regular funds may be used for refreshments for staff during or after a volunteer swearing-in ceremony, where it is determined that the refreshments are a necessary incident to the ceremony.. Representation funds may be used for refreshments for attendees from outside the Peace Corps (e.g., host government officials, Volunteer counterparts or other dignitaries).</p>	✓	✓

	Type of Event	Type of Funds	
		Regular	Representation
3	<p>Volunteer Meetings</p> <p>Regular funds may be used for meals for staff if (1) the meal is incidental to the meeting, (2) attendance by staff at the meal is necessary for full participation, (3) staff attending the meeting are not free to take meals elsewhere without missing essential formal discussions and (4) substantial discussions take place not only during the meal but also separate from the meal.</p> <p>Example: A meal is served during a GAD Council, VAC or other Volunteer meeting held at the post or other location. Regular funds may be used to pay for meals for the staff if formal discussions take place during the meal, it is necessary for the staff members to participate in those discussions and the meeting consists of more than just a meal.</p> <p>Example: A meal is served after the meeting. Since the formal discussions have been concluded and attendance by the staff is not necessary for full participation in the meeting, regular funds may not be use to pay for meals for the staff.</p> <p>Regular funds may be used to pay for refreshments for staff if the meeting lasts for several hours and staff are not free to leave the location of the meeting to purchase refreshments elsewhere without disrupting the proceedings or missing essential formal discussions.</p>	✓	
4	<p>Volunteer Close of Service (COS) Conference</p> <p>Staff whose participation at the COS conference is necessary (e.g., trainer or speaker) may be provided with meals and refreshments where it is determined that the meals and refreshments are a necessary incident to the COS conference.</p> <p>Example: Staff holding a COS conference at the Peace Corps office. The staff are required to take meals with the trainees during the COS conference and the meals and refreshments are an intrinsic part of the conference sessions (i.e., information is presented to the volunteers during meals and, during other times, the staff are required to remain with the volunteers in order to be available to respond to inquiries which arise during formal COS conference sessions). Regular funds may be used to provide staff with refreshments and meals.</p> <p>Example: The CD hosts an end of service dinner for COSing Volunteers and selected staff at the CD's residence or other location. Regular funds may not be used to pay for meals for the staff.</p>	✓	

	Type of Event	Type of Funds	
		Regular	Representation
5	<p>Volunteer Memorial Service</p> <p>Representation funds may be used for refreshments served to all attendees (including staff) as part of a memorial service for a Volunteer if there are a number of attendees from outside the Peace Corps (e.g., host government officials, Volunteer counterparts or other dignitaries).</p>		✓
6	<p>Staff Memorial Service</p> <p>Representation funds may be used for refreshments served to all attendees (including staff) as part of a memorial service for a staff member if there are a number of attendees from outside the Peace Corps (e.g., host government officials, Volunteer counterparts or other dignitaries).</p>		✓
7	<p>Staff Award or Recognition Event</p> <p>Regular funds may be used for refreshments served during an event held for staff at the Peace Corps office, the CD's residence or another location to recognize staff members for the accomplishment of a major goal or other special achievement.</p> <p>Example: The Post has just moved into a new office. Staff worked especially hard to pack and move the entire office in just a few days without disruption of support to Volunteers. The CD decides to have a small event at the new office to recognize the staff's dedication in achieving the successful move.</p>	✓	
8	<p>Regular Staff Meetings or Social Events</p> <p>Regular funds may not be used for a meal or refreshments at regular staff meetings or staff events that are merely social, such as staff holiday parties.</p>		

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		Regular	Representation
9	<p>Staff Retreat</p> <p>Regular funds may be used for meals and refreshments when all attendees are outside their official duty area.</p> <p>Example: All staff meet for two days away from duty station for a staff retreat to improve communication and Volunteer support. Meals are provided beginning with lunch the first day and ending with dinner the second day. Refreshments are provided during breaks in the sessions. Regular funds may be used to pay for these meals and refreshments, but the per diem for each staff member must be adjusted to reflect any meals provided at Peace Corps' expense.</p>	✓	
10	<p>Federal Government Employee Visit to Post</p> <p>Regular funds may not be used for refreshments or meals when HQ staff or other Executive Branch employees visit post.</p> <p>If a Congressional delegation visits post, representation funds may be used for modest refreshments.</p>		✓
11	<p>Social Events with Attendees from Outside the Peace Corps</p> <p>Representation funds may be used to pay for meals and refreshments for all attendees (including staff) at public events that are merely social or protocol in nature (i.e., intended primarily to meet with host government officials, host country counterparts, returned Peace Corps Volunteers, or other members of the public). Regular funds may not be used for public events that are merely social or protocol in nature.</p> <p>Examples: Peace Corps Day events; open houses; local and U.S. national holiday public events; a reception or meal with host country participants to honor the visit of a Peace Corps Director or other official that is primarily social in nature.</p>		✓

	Type of Event	Type of Funds	
		Regular	Representation
12	<p>Working Events with Attendees from Outside the Peace Corps</p> <p>Regular funds may be used to pay for a meal for all attendees (including staff) at working events with attendees from outside of the Peace Corps if (1) the event is not merely social or protocol in nature but is specifically designed to carry out an essential function of the Peace Corps, (2) the meal is incidental to the meeting, (3) attendance at the meal is necessary for full participation, (4) attendees are not free to take meals elsewhere without missing essential formal discussions and (5) substantial discussions take place not only during the meal but also separate from the meal.</p> <p>Regular funds may be used to pay for refreshments for all attendees (including staff) if (1) the event is not merely social or protocol in nature but is specifically designed to carry out an essential function of the Peace Corps and (2) the event lasts for several hours and attendees are not free to leave the location of the meeting to purchase refreshments elsewhere without disrupting the proceedings or missing essential formal discussions.</p> <p>If these conditions are not met, representation funds may be used.</p> <p>Example: Staff hold a day-long meeting with counterparts and ministry representatives to discuss possible additions to the project plan. Regular funds or representation funds may be used to pay for lunch and refreshments for all attendees (including staff).</p>	✓	✓
13	<p>Volunteer Recruitment Events</p> <p>Regular funds may be used for refreshments and meals at recruitment events if it is determined that this will have a material impact on the success of the event (e.g., by increasing attendance).</p> <p>Example: Regular funds may be used to serve pizza at a college recruiting event.</p>	✓	
14	<p>Equal opportunity and similar events</p> <p>Example: Regular funds may be used to pay for modest refreshments for the speaker and participants at a panel discussion during Women’s History Month.</p>	✓	