

# MS 218 Applicant, Trainee, and Volunteer Travel and Use of Hostels

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**Responsible Offices:** M/AS; Africa; EMA; IAP

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Issuance Memo: 11/22/11

Issuance Memo: 08/03/09

Issuance Memo: 8/16/06 Partial Revision

Issuance Memo: 10/21/05 Partial Revision (Hostel Re-Approvals)

Issuance Memo: 10/21/05 Partial Revision (Travel Reimbursement Rate)

Issuance Memo: 06/28/04 Partial Revision

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### **1.0 Purpose**

This Manual Section establishes Peace Corps policies and procedures for transportation of applicants, Trainees and Volunteers, both for domestic and international travel.

### **2.0 Scope**

Section 5(b) of the Peace Corps Act, as amended, authorizes Peace Corps to provide travel and transportation for the following persons:

- Applicants for enrollment in the Peace Corps, to and from places of enrollment and training;
- Volunteers during service; and
- Trainees and Volunteers from places of termination to their homes-of-record in the U.S.

### **3.0 Authority**

The following persons, or their designee may approve specific official travel for applicants, Trainees, and Volunteers at Peace Corps expense:

- Director of Peace Corps;
- Associate Director for Global Operations;
- Chief of Staging;
- Regional Directors;
- Country Directors;
- Director, Counseling and Outreach Unit; and
- Director, Office of Medical Services.

The following persons, or their designees, may authorize specific official travel for applicants, Trainees, and Volunteers at Peace Corps expense:

- Chief, Transportation Branch; and
- Country Directors.

#### **4.0 Policy**

Peace Corps Trainees and Volunteers traveling on official business will be provided transportation at Peace Corps expense via the most direct, economical, and advantageous means available in compliance with those Peace Corps regulations and procedures identified in this Manual Section.

#### **4.1 Rail Transportation**

An applicant, Trainee, or Volunteer who travels via rail must purchase his or her own ticket when the cost of the ticket is less than \$100.00. Reimbursement is based on ticket receipts and may not exceed the cost of the authorized direct travel by Peace Corps designated means.

#### **4.2 Automobile Transportation**

An applicant, Trainee, or Volunteer who drives a private automobile for all or part of authorized travel within the United States will be reimbursed at the current GSA mileage rate for Federal employees, not to exceed the cost of the authorized direct travel by common carrier transportation or the mileage rate, whichever is less. Reimbursement will be based on the mileage as quoted in Rand McNally Standard Highway Mileage Guide for direct mileage between the points of authorized travel. Reimbursement will not be allowed for additional travel time or expenses, e.g., tolls, gas, food, or lodging. Reimbursement will be based on mileage for one automobile, regardless of the number of occupants.

#### **4.3 Air Transportation**

Trainees and Volunteers shall travel both domestically and internationally by economy or coach class.

Through-fares, special fares, excursion, government contract, and reduced rate tickets shall be used when available for all domestic and international official travel. Excursion, special or reduced fare tickets may be issued when it can be determined before the start of the trip that this type of service is practical and economical; and will result in a cost savings to the Peace Corps. Round trip tickets should be secured when it is known, or can be reasonably anticipated, that these tickets will be used.

#### **4.4 First Class/Business Class Travel**

It is Peace Corps policy that all official travel be performed by less than first-class accommodations, except as defined in MS 264 Medical Evacuation of Trainees, Volunteers, and Dependents and MS 812 Staff Travel.

#### **4.5 Travel by American Carrier**

Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 requires that U. S. government travel be performed on U. S. flag carriers if available. The guidelines for determining "availability or unavailability" of U. S. flag carriers and the penalty for non-authorized use of foreign flag carrier are the same for Trainees and Volunteers as for Peace Corps staff. These guidelines are defined in MS 812 Staff Travel, including provisions related to medically necessary travel by non-American carrier (cash in lieu of ticket for COS is covered in paragraphs 4.10.7. and 4.11.1. of this section).

#### **4.6 Transportation between Airport and/or Carrier Terminal**

Travel between airports and terminals should be performed by limousine or airport buses. Helicopters and taxis are not to be used unless necessitated by extreme emergencies, delayed flights, medical or emergency leave situations where speed is essential.

#### **4.7 Miscellaneous Expenses**

Miscellaneous expenses incurred by Trainees and Volunteers, which are not covered by other travel allowances, while traveling on official Peace Corps business may be authorized for reimbursement upon presentation of proper documentation. Examples of such expenses are as follows:

- Airport/visa fee;
- Photos for passports and visas; (in extraordinary or extenuating circumstances). Receipts and reimbursement claim must be submitted at staging;
- Departure taxes; and
- Unavoidable overnight delays necessitating hotel and food costs, with the exception of such expenses incurred during travel via private automobile.

#### **4.8 Pre-Training Travel**

##### **4.8.1 Authorized Points of Travel**

Peace Corps will provide travel via the most expeditious route from an applicant's home-of-record or authorized temporary address to the registration site (for purposes of this manual section, the registration site includes any staging or initial training site).

The home-of-record or authorized temporary address is limited to one of the following:

- (a) Applicant's permanent residence;
- (b) Parents' residence;
- (c) School address; or

(d) Business address.

Both overseas and U.S. applicants will receive tickets from their residence to the registration site.

#### **4.8.2 Transportation from Home-of-Record to Registration**

Each applicant is provided with a ticket for travel from the home-of-record or authorized temporary address to the registration site.

Applicants who purchase their own tickets on a commercial carrier in order to travel early, via an indirect route or from an address other than their home-of-record or authorized temporary address, will be reimbursed only for the authorized direct travel costs from the home-of-record to the registration site.

When applicable, Peace Corps will issue applicants special, reduced, or contract fare tickets which are lower in cost than normal economy or coach fare tickets. If an applicant elects to travel to the registration site by some means other than those designated by Peace Corps, reimbursement will be limited to the cost of the Peace Corps' designated means.

Applicants who elect to travel to the registration site utilizing personal "frequent flyer mileage" will not receive reimbursement for travel costs since no cost was incurred for the travel.

If special discount coupons are used to purchase a ticket, the applicant must provide evidence of actual cost of the coupon when claiming reimbursement.

#### **4.8.3 Unofficial Travel to Registration Site**

An applicant who proceeds to the registration site before being notified officially to do so and whose program is canceled, invitation is subsequently withdrawn or registration site is changed is personally liable for the costs of the unauthorized travel.

#### **4.8.4 Travel within a 30 Mile Radius of the Registration Site**

Invitees residing in the immediate vicinity of the registration site (within a 30-mile radius) are expected to use the registration allowance to cover their travel expenses (see MS 222 Trainee Allowance for amounts).

#### **4.8.5 Travel Expenses before Overseas Departure**

Peace Corps provides invitees and Trainees with travel expenses if authorized by the Office of Special Services for emergency leave and Office of Medical Services for medical hold status (see MS 220 Leave for Volunteers/Trainees)

#### **4.8.6 Trainee Travel Following Separation**

Trainees who do not continue in a program will be furnished with a ticket (bus, rail, or airplane) for direct travel from the training or staging site to the home-of-record.

## **4.9 Travel from U.S. to Host Country**

### **4.9.1 Arrangements for Travel to Host Country**

The Peace Corps Transportation Management Center will make all arrangements for Trainee and Volunteer travel to the host country.

#### **4.9.1.1 Passports and Visas**

The Volunteer Recruitment and Selection Placement Office will provide Trainees with no-fee passport application forms and all necessary visa forms. The Peace Corps Transportation Management Center will obtain necessary visas and provide tickets, passports and visas prior to time of departure.

#### **4.9.1.2 World Health Organization (WHO) Immunization Cards**

Trainees and Volunteers are responsible for having their World Health Organization (WHO) immunization records (provided by Medical Services for Trainees who do not already possess one) and passports accessible while traveling. The Office of Medical Services is responsible for ensuring that all immunizations for Trainees and Volunteers are obtained prior to travel to the host country or third party country, if training takes place outside the host country.

#### **4.9.1.3 Travel Schedules**

The Peace Corps Transportation Management Center will provide the Office of Staging and the Regions with international travel schedules for each program group. This information is included in the "reporting instructions" which is sent to each Trainee in the program.

The Country Desk Officer will cable the Country Director of a group's anticipated arrival. If the number of Trainees and Volunteers arriving in-country does not correspond with the number stated in this cable, the Country Director must cable information regarding this discrepancy within 24 hours, as required per MS 223 Volunteer Readjustment Allowances, paragraph 4.1.3.

### **4.9.2 Administrative Hold Status**

A Trainee whose overseas departure is delayed for the convenience of the Peace Corps is placed on "administrative hold" status by the Regional Director upon the recommendation of the Country Desk Officer (see Attachment A of MS 222 for administrative hold allowances and MS 220 for Peace Corps policy on administrative hold). The Regional Director will provide the Peace Corps Transportation Management Center with a written authorization when a Trainee is cleared to travel. Upon receipt of the authorization, the Transportation Management Center will make travel arrangements and the Country Desk Officer will send an arrival cable to post.

Trainees on "administrative hold" status may not proceed to post until authorized by the Region.

EXCEPT: Trainees on "administrative hold" status due to passport or visa problems do not require written authorization from the Regional Director when ready to travel to post. The Peace Corps Transportation Management Center will document in the project file the reason for delay and make travel arrangements, as appropriate, for the Trainee and provide arrival information to the Office of Staging and the Region.

#### **4.9.2.1 Extraordinary Circumstances**

Trainees on "administrative hold" status who are authorized travel to home of record, may request travel to any of the points authorized in paragraph 4.8.1 above. Trainees who elect to travel to other than these authorized points of travel may do so provided the cost is less, or the Trainee pays any additional cost. In extraordinary cases, exceptions may be granted by the Regional Director (See MS 220, paragraphs 7.2.).

#### **4.9.3. Medical Hold Status**

A Trainee whose overseas departure is delayed for medical reasons is placed on "medical hold" status by the Office of Medical Services (See Attachment A of MS 222 for medical hold allowances).

The Office of Medical Services will provide the Peace Corps Transportation Management Center with a written authorization when the Trainee or Volunteer is cleared to travel. Upon receipt of the authorization, the Transportation Branch will make travel arrangements and the Office of Medical Services will send an arrival cable to post.

Trainees or Volunteers on "medical hold" status may not proceed to post without this authorization from the Office of Medical Services.

#### **4.9.4 Missed Flights**

Trainees and Volunteers scheduled to depart on Peace Corps arranged charter flights or special group rates, who miss the flight for reasons of personal convenience or negligence, must provide their own transportation to the host country (if travel was to be performed via a charter), or pay any additional travel costs (if travel was to be performed on a special group rate). Trainees and Volunteers who are prevented from departing by circumstances beyond their control (e. g., personal illness, serious family emergencies, or unforeseen airline delays such as strikes or mechanical breakdowns) will be provided transportation by Peace Corps from the U. S. to the host country. Written requests for such transportation must be approved by the Regional Director and the Chief of Transportation Branch.

#### **4.9.5 Lost Tickets**

Trainees and Volunteers are responsible for the safe-keeping of all tickets or Government Transportation Requests (GTR) issued to them by the Peace Corps for official travel. In the event a ticket is lost or stolen, the Region, or Office of Special Services during non-official duty hours, may authorize the issuance of a new ticket for the portions of authorized travel.

The Regional Director may authorize a new ticket to be issued either by the Peace Corps Transportation Management Center, the Country Director or the American Embassy, depending on where the loss occurred. The Region will also notify the issuing Peace Corps office regarding the lost ticket and advise Peace Corps to request a refund for the lost ticket from the issuing carrier.

If for any reason Peace Corps cannot receive a refund for the lost ticket, the cost of the replacement ticket will be deducted from the readjustment allowance of the Trainee or Volunteer. If the cost of the replacement ticket exceeds the cost of the original ticket, the difference in cost will be deducted from the readjustment allowance. When a Trainee or Volunteer elects to purchase his or her own replacement ticket, reimbursement may be authorized only after Peace Corps has received a refund for the value of the original ticket. If the Trainee or Volunteer has purchased the replacement ticket, reimbursement will be authorized only in the amount of the refund; any additional cost will be the personal responsibility of the Trainee or Volunteer. When claiming reimbursement, ticket receipts will be required.

Peace Corps will not authorize the issuance of a new ticket when a Volunteer loses a ticket while traveling on annual leave or for other personal travel.

An applicant whose ticket is lost en route to a registration/staging site will be required to purchase a new ticket and claim reimbursement for only the value of the Peace Corps issued ticket, ticket receipts will be required.

#### **4.9.6 Advance Travel to Post**

Trainees and Volunteers will not be authorized travel to post prior to the scheduled departure of the group.

If a Trainee or Volunteer requests an exception for advance travel, the Regional Director must approve the request and the Trainee or Volunteer will be required to purchase all or part of his ticket to post. Trainees and Volunteers should forward request for reimbursement to the Transportation Branch and must have receipts attached. Reimbursements will be limited to the cost of the Peace Corps issued ticket.

#### **4.10 Extraordinary Travel Overseas**

##### **4.10.1 In-country Travel**

In-country Volunteer travel that is part of a Volunteer's assignment or incidental to it will be paid in the country of assignment by the Peace Corps, the host country, or the project donor.

##### **4.10.2 Extraordinary Travel**

Extraordinary or long-distance travel, including travel to the U. S. or a third country, will be provided under a separate travel allowance granted by the Country Director. Volunteers



authorized extraordinary travel will receive economy or coach class transportation, or the equivalent.

#### **4.10.2.1 Travel Allowance Qualifiers**

Travel allowances are provided when:

- Trainees travel from port-of-entry to in-country training sites and from training sites to project sites unless all the travel and incidental costs are borne by the Peace Corps, the host country, or a project donor.
- Volunteers must travel because of Peace Corps business such as attending conferences or obtaining medical treatment.
- Volunteers are asked to engage in unusual travel in connection with a work assignment, and the costs of such unusual travel are not borne by the host country or a project donor; or Volunteers are requested by the Peace Corps Director to perform other work related official travel.

#### **4.10.2.2 Travel Allowance**

For each day of authorized extraordinary travel outside country of assignment, Volunteers may receive a travel allowance as specified in MS 222 Trainee Allowance, paragraph 4.3.1.

Allowance for extraordinary travel within country of assignment will be determined by the Country Director.

A Volunteer in travel status for more than two weeks will receive a living allowance sufficient to meet on-going rent and utility costs.

#### **4.10.3 Emergency Leave**

Travel Volunteers and Trainees will be authorized emergency leave travel in accordance with the policies prescribed in MS 220 Leave for Volunteers/Trainees and in accordance with the provisions of paragraph 4.5 above.

#### **4.10.4 Medical Evacuation**

Travel Volunteers and Trainees will be authorized medical evacuation travel in accordance with the policies prescribed in MS 264 Medical Evacuation for Trainees, Volunteers and their Dependents.

#### **4.10.5 Early Termination**

Travel Volunteers and Trainees will be authorized early termination travel in accordance with the policies prescribed in MS 284 Early Termination of Volunteers and Trainees.

#### **4.10.6 Special Leave Travel for Extending Volunteers**

Extending Volunteers will be authorized special leave travel in accordance with the policies prescribed in MS 220 Leave for Volunteers/Trainees and MS 281 Completion of Service Date Advancement and Extension of Service.

#### **4.10.7 Country Evacuation**

Travel Trainees and Volunteers involved in an evacuation of a post should follow the emergency travel regulations, established in the Country Evacuation Plan and MS 341 Closing a Peace Corps Post.

During an emergency evacuation, the Country Director may suspend issuance of cash in lieu of Peace Corps issued tickets to evacuated Trainees or Volunteers.

Transportation will be provided by the Peace Corps from country to a processing point (Closing of Service Conference) normally in a third country or the Continental United States.

Transportation beyond the processing point to the Volunteers home-of-record will be provided in a manner to be determined by the Country Director and the Regional Director jointly, subject to safety and security requirements.

#### **4.11 Travel to Home-of-record following Completion of Service (Partial revision 6/28/04)**

Volunteers who complete their terms of service are entitled to return transportation at Peace Corps expense to their homes-of-record. (See MS 219 Trainee/Volunteer Home-of-Record.)

##### **4.11.1 Peace Corps Issued Ticket**

Return transportation to a Volunteer's home-of-record will generally be accomplished via a Peace Corps-provided air ticket. Before providing this ticket, appropriate Peace Corps staff shall review available through-fares, special fares, government contract fares, and reduced rate fares and shall provide the Volunteer with a ticket using whichever fare type or combination of fare types is most practical and economical for the Peace Corps. Excursion fare tickets and other round trip tickets, however, should not be used. Return transportation tickets should cover travel only for the most direct and expeditious route from country to the Volunteer's home-of-record. All return transportation tickets must comply with the provisions of paragraph 4.5 of this manual section regarding use of American carriers.

##### **4.11.2 Cash in Lieu of Peace Corps Issued Ticket**

There is no legal entitlement to cash in lieu of a Peace Corps issued ticket for return transportation. However, because the Peace Corps considers travel a valuable adjunct to the total Volunteer experience, as a matter of policy, Volunteers who have completed their service may elect to receive, in lieu of a Peace Corps provided air ticket, a cash payment equivalent in

amount to the cost of the ticket that would have been purchased pursuant to paragraph 4.11.1 of this manual section had the Volunteer not elected to receive cash in lieu.

These funds may be used to cover the cost of transportation by means other than air travel, the cost of air travel subject to the conditions outlined below, or for any other purpose elected by the Volunteer. As this option is a privilege and not a right, it is subject to considerations involving the United States balance of payments and Section 5 of the International Air Transportation and Fair Competitive Practices Act of 1974, which requires all government-financed air travel to be performed on American-flag carriers where such service is available (see paragraph 4.5 of this manual section).

Volunteers are encouraged to purchase a health insurance policy if accepting cash-in-lieu of a return ticket to the home-of-record. Health insurance information is updated and provided to posts annually by Returned Volunteer Services.

If a Volunteer is transferring to a Peace Corps Response (PCR) assignment, such Volunteer is not eligible for cash in lieu upon completion of the Volunteer's original service. However, the Volunteer is entitled to a Peace Corps issued ticket to the Volunteer's home of record. At the completion of the Volunteer's PCR service, the Volunteer will be entitled to the option of cash in lieu of the return ticket. See [Peace Corps Response's Standard Operating Procedures](#) for further guidance.

#### **4.11.3 Use of American Carriers for Return Travel**

Volunteers who elect to receive cash payments in lieu of a ticket are expected to use American flag carriers for all portions of their air travel where American carriers are available. In acknowledgment of this regulation, each Volunteer must sign the Agreement to Fly American Flag Carriers for return to home-of-record (see Attachment A).

#### **4.11.4 Purchase of Airline Tickets in Countries where U. S. Owns Excess Currency**

Volunteers who complete their service in countries where the U. S. owns excess or near-excess currency receive their transportation in the form of the following:

- A ticket purchased by Peace Corps payable in local currency;
- Cash payment in local currency; or
- A combination of the above.

In these countries, U. S. dollars cannot be used unless the local currency is unavailable or is not negotiable for transportation.

#### **4.11.5 Travel on No-Fee Passport**

Volunteers may use their no-fee passports for travel up to 90 days after completion of service except for travel in countries where travel by U. S. citizens has been restricted by the Department of State. These restrictions are usually stamped inside all passports. No-fee passports may be

retained by the Volunteer following completion of service travel (see MS 213 No-Fee Passports, for details on Volunteer use of no-fee passports).

#### **4.12 Travel by Indirect Route**

When a Trainee or Volunteer elects to travel via an indirect route, either domestically or internationally, for personal convenience, expenses paid by Peace Corps shall be limited to the charges which would have been incurred for travel by the most direct and expeditious route (see paragraph 4.3.). Any extra expense will be borne by the Trainee or Volunteer. If traveling internationally, regulations regarding Foreign Flag carriers will apply (see paragraph 4.5 above).

#### **4.13 Trainee and Volunteer Purchase of Airline Tickets During Leave**

In some cases Trainees and Volunteers purchase their own tickets from the post of assignment to the home-of-record in the U.S., e.g., vacation travel. Trainees and Volunteers will be entitled to reimbursement for this travel should they decide to terminate while in the U. S. Reimbursement will be limited to the most direct travel costs. Trainees and Volunteers should be cautioned that if travel is performed by non-authorized foreign flag carriers, a penalty will be assessed and deducted up to the full amount of the reimbursement. In some cases, reimbursement may be denied for the entire cost of the ticket (Per. Comp. Gen. Dec. B138942; 3/31/81).

Trainees and Volunteers should be cautioned that if travel is performed utilizing "frequent flyer points" or other special discount coupons, reimbursement may be denied, as no cost was incurred for the travel; or reimbursement will be limited to the actual travel costs which must be supported by evidence of payment to a transportation carrier.

#### **4.14 Country Director's Responsibility to Trainees and Volunteers on Official Travel Status**

The Country Director is responsible for determining that funds are available to cover transportation and per diem costs (with the exception of medical evacuation travel), and for providing travelers with a Peace Corps issued ticket or cash in-lieu-of a Peace Corps issued ticket; and for notifying them of American Carrier rules where applicable.

The Country Director will assist all Volunteers in the host country who are traveling on official business. When travelers find themselves in difficulty, the Country Director may, if necessary, advance them small amounts of money against an official travel order that authorizes per diem in lieu of travel allowances, and make return travel arrangements to country of assignment if necessary.

The Country Director is also responsible for preparing travel authorizations at overseas posts for Volunteers or Trainees who travel outside their countries of assignment for emergency leave, medical evacuation, special leave, transfer or termination.

#### **4.15 Country Director's Responsibility to Former PCVs and Staff**

Country Directors have no official responsibility for persons formerly associated with Peace Corps whose service has been terminated.

### **5.0 Procedures**

#### **5.1 Filing for Reimbursement**

Applicants and Trainees (other than those residing within a 30 mile radius) who pay their own costs or additional costs for official travel may file for reimbursement upon arrival at the registration site, or may forward the request for reimbursement upon arrival in country. Documentation should be sent to the Transportation Branch (M/AS/T) for approval prior to final processing.

Applicants, Trainees, and Volunteers who claim reimbursement for travel expenses must return unused Peace Corps-issued tickets and submit receipts and documentation of expenses before claims can be processed by M/AS/T for payment.

Because applicants receive an allowance intended to cover incidental travel expenses upon registration, M/AS/T will not process claims or portions of claims of less than \$5.00.

#### **5.2 Travel Authorization**

Travel authorizations should contain the following:

- Name of traveler;
- Purpose of travel;
- Date(s) of travel;
- Origin and authorized destination of travel and authorized stopovers (transit stopovers to change planes need not be shown);
- Statement authorizing applicable per diem;
- Fiscal information identifying how costs are to be charged;
- Date travel authorization is prepared;
- Title and signature of person authorizing travel; and
- Title and signature of official certifying availability of funds.

The Trainee or Volunteer should receive the original of the authorization. A single travel authorization may be prepared for groups of travelers (list the travelers' names and authorized points of travel on an attached page of the authorization).

Travel authorizations for terminating Trainees or Volunteers should include the authorized amount of baggage and indicate whether there is accompanied, excess or unaccompanied freight.

## **6.0 Volunteer Use of Transit Houses**

### **6.1 Purpose**

It is the policy of the Peace Corps that Volunteers participate fully in the culture of their host communities. Accordingly, they are expected to be at their sites unless they are on official Peace Corps business or on leave. Experience has shown that Volunteer use of transit houses can be at cross-purposes with this policy. By nature, transit houses tend to draw Volunteers together and away from their sites and involvement with host country nationals. In addition, poorly managed transit houses have sometimes been venues for excessive and dangerous behavior.

The Peace Corps' policy on the use of transit houses by Volunteers is intended to ensure that:

- (a) Volunteers are safe when away from their sites;
- (b) Transit houses used by Volunteers are not venues for excessive, illegal, or potentially dangerous behavior;
- (c) Transit houses are neither overused by Volunteers nor become magnets that unduly draw Volunteers from their sites and the local culture; and
- (d) Transit houses are well managed (e.g., secure, guarded, clean).

### **6.2 Definitions**

The term "transit house" refers to any Peace Corps facility that provides short-term accommodation to Volunteers, including Regional Offices and PCVL residences if established for that purpose. Peace Corps Training Centers and Medical Unit Sick Bays are not considered transit houses.

### **6.3 Policy**

- (a) Peace Corps Volunteers are expressly prohibited from establishing their own hostels, transit houses, or similar shared temporary accommodations. All transit houses must be established and managed by the Peace Corps post.
- (b) Transit houses may only be established by post and approved by the Regional Director when the following conditions are met:
  1. The CD has determined that the transit house is or will be safe and well-managed;
  2. The CD is committed to the strict enforcement of this policy and those policies governing a Volunteer's travel away from his or her site;
  3. The CD and the Volunteer Advisory Council will closely monitor occupancy and behavior at the transit house;
  4. Lists must be maintained detailing names of Volunteers and the length of each Volunteer's stay (If the lists are not maintained, the CD must send warning notes to applicable Volunteers and, if that fails, approval for use of the transit house must be withdrawn.);

(c) The Safety and Security Coordinator, as well as other staff, will review use of the transit house on a continuing basis and immediately report any safety and security incident involving Volunteers or staff to the Country Director.

## **6.4 Approval**

### **6.4.1 Initial approval**

The CD must submit a request to establish a transit house to the Regional Director for approval. The request must include statements ensuring that all of the conditions necessary for approval have been met.

### **6.4.2 Annual review**

The CD must submit an annual report to the Regional Director addressing compliance with the policies set out in section 6.3 above, and request Regional Director approval for the continued use of each transit house.

## **7.0 Shipment of Remains**

In the event of the death of a Trainee, Volunteer or individual attending a pre-invitational activity, the remains may be shipped from place of death to any place in the United States, its possessions, or the Commonwealth of Puerto Rico, as designated by the next of kin. Remains may be shipped to a foreign country only if the next of kin have established a residence in that country (see MS 265 Overseas Disappearance and Death for details).

## **8.0 References**

[MS 213 Volunteer No-Fee Passports](#)

[MS 219 Trainee/Volunteer Home-of-Record](#)

[MS 220 Leave for Volunteers/Trainees](#)

[MS 221 Volunteer Allowances](#)

[MS 222 Trainee Allowances](#)

[MS 223 Volunteer and Trainees Readjustment Allowances](#)

[MS 264 Medical Evacuation of Trainees, Volunteers and Dependents](#)

[MS 265 Overseas Death of Volunteers/Trainees](#)

[MS 281 Completion of Service Date Advancement and Extension of Service](#)

[MS 341 Closing a Peace Corps Post](#)

[MS 812 Staff Travel](#)

Section 5(b) of the International Air Transportation Act of 1974

## **9.0 Effective Date**

This Manual Section shall take effect on the date of issuance.