

- UN Volunteers paying rent of more than 33% of their Monthly Living Allowance (considering Family Allowance for dependents residing at the duty station), may be eligible for up to 20% increase in their Monthly Living Allowance towards their accommodation.
- Any distortion in the rental market must be confirmed by the UNDP Resident Representative (RR).
- You may use the **online Accommodation Supplement** calculator to verify your eligibility.
- Refer UNV Conditions of Service, Section 5.8, d, for detailed information.

01

- Fill out the **Accommodation Supplement Request** form.

02

- Collect your lease agreement. It must clearly state the date of lease (to-from), actual rent, if gas, electricity, and furniture is included or not. Else, include relevant receipts.

03

- Email the scanned form and lease agreement to your UNV contact person.

04

- UNV will review the request.
- If eligible, the form will be sent to UNDP Resident Representative (RR) for approval, unless pre-approved by the RR at the time of submission.

05

- UNV will advise you once accommodation allowance supplement is approved.

- Payment of any applicable increase in Monthly Living Allowance will be transferred on a monthly basis via payroll until the expiry date of lease agreement.

- Remember to submit extension of lease agreement ahead of time to avoid termination of accommodation supplement.