

On successful completion of the assignment, the UN Volunteer (and her/his authorized dependents at the duty station) is eligible to a lumpsum amount for;

- Repatriation travel (if applicable).
- Shipment of personal effects (if applicable);
- Prorated Resettlement Allowance for the duration served.

**01**

- Complete your final assignment report on the **Volunteer Reporting Application**

- **International UN Volunteers** may opt to receive the final Volunteer Living Allowance and repatriation entitlements in another bank account by completing **Bank Form 2**. Email form to your UNV contact person.

- Ensure that you provide complete and accurate information as any error would lead to rejection of funds.
- **National UN Volunteer** entitlements can only be transferred to their in-country bank account.

**02****03**

- Provide the date of your departure to your home city at least a month in advance to your UNV contact person.
- UNV will inform you of the lump sum amount for return travel.

- You are expected to buy your own travel ticket(s) with this payment unless advised otherwise by your contact person.

- Complete the **Final Clearance Checklist**. It must be signed off by UNDP CO.
- Email signed checklist to your UNV Contact person via UNV Field Unit/Host Entity or directly.

**04****05**

- Request supervisor to complete your performance review, if not already done.
- A performance appraisal acknowledges your contributions and can benefit you for future employment.

- If you wish to remain at the country of assignment after completion of your international UN Volunteer assignment, sign the **Risk and Liability Waiver** and email to your UNV Contact person.

**06**

- Final entitlements can only be transferred via payroll, at the end of the month, upon receipt of the completed Final Clearance Checklist.

- This may happen after you have completed your assignment and/or left the country – refer to point 2 above.
- Download your “Certificate of Service” from **VMAM**.