

- International UN Volunteers (and authorized dependents present at the duty station) meeting the eligibility criteria* may be eligible to a lump sum airfare ticket for a round trip between the duty station and the place of Home Visit.
- *Refer UNV Conditions of Service, Section 5.11 for detailed information.

01

- Check the UNV Conditions of Service if you meet the eligibility criteria.

02

- Apply for annual leave and get approval of your supervisor.

03

- Submit your request for home visit to your UNV contact person copying UNV Field Unit (where applicable).

04

- UNV will inform you if and when approved.
- You will be informed of the lump sum amount for return travel.
- You are expected to buy your own travel ticket(s) with this payment.

05

- Proceed to buy your ticket accordingly.

- Payment will be transferred to your bank account via payroll at the end of the month.

- As per regulations, UN Volunteers must retain original receipt(s) and boarding cards for audit.