



Requesting a Learning Allowance in VMAM

All UN Volunteers (except UN University and UN Community Volunteers) are entitled to apply for a learning allowance. **Eligible UN Volunteers must apply through VMAM.**

Requests for the learning allowance will be considered only if they include:

- a complete [learning plan](#) signed by the UN Volunteer's supervisor
- a complete [learning allowance request form](#)
- relevant documentation concerning the learning event
- quotes, invoices and receipts for the learning event

Please scan these documents **into one PDF file** and upload (see VMAM instructions below)

If your allowance is confirmed, you will receive an email from VMAM and a UNV staff member will add the allowance payments to payroll.

If your allowance is denied, you will receive an email from VMAM. This email will state the reason your application was not successful in case you would like to resubmit.

VMAM instructions to upload your learning allowance request

1: Go to vmam.unv.org and log in using the email address and password registered in VMAM. You will be taken to your MyPage screen.

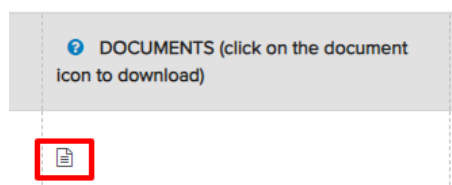
2: Click the 'Select Action' box, and select **Learning allowance request** from the drop-down list. Click **Perform**

A screenshot of a web interface showing a dropdown menu with the text 'Select Action' and a small downward arrow. To the right of the dropdown is a blue button labeled 'Perform'. A red rectangular box highlights the dropdown menu.

3: In the new pop-up window select 'Choose file'. Choose the **scanned PDF file** from your device **that includes all required documents**. Click 'submit'.

A screenshot of a pop-up window titled 'Learning allowance request'. It contains a section for 'Upload Document (TDA) *' with a 'Choose File' button and the text 'No file chosen'. Below this is an '(Optional) Additional Remarks' text area. At the bottom right, there are 'Submit' and 'Close' buttons. A red rectangular box highlights the 'Choose File' button.

Step 4: To check the request document you uploaded, click the document icon for your current assignment. This will show all the documents currently on file.



- You will receive an automated email from VMAM to confirm receipt of the application.

- UNV will review the application and you will receive an email from VMAM to confirm or deny the request.