

- UN Volunteers (except UN University and UN Community Volunteers) maybe eligible for reimbursement of learning allowance. Requests must be submitted via VMAM.

01

- Discuss your learning needs and complete your learning plan with your supervisor early in your assignment. Have the learning plan signed by the supervisor.

02

- Identify a learning/training activity. Discuss with your supervisor on how you would benefit, and transfer acquired knowledge to work.

03

- Complete the learning allowance request form and have it approved by your supervisor.

04

- Once you have completed the learning/training activity, scan the signed learning plan, learning request form, receipt(s), and training certificate into one PDF file and upload (see [VMAM guide](#)).

05

- UNV will review and advise you on your claim.

- The reimbursable learning allowance will be transferred to your bank account at the end of the month.

- As per regulations, UN Volunteers must retain original receipts and documents for audit.