**Home Visit Request Form for International UN Volunteers**

International UN Volunteers and eligible PFU members are entitled to Home Visit travel that will follow applicable UNV travel methodology for travel costs, to support the costs of travel.

A UN Volunteer qualifies for Home Visit when they have accrued 24 points. Upon exercising Home Visit, 24 points are deducted from the balance, and the accrual of points continues.

**Points accrual for International UN Volunteers -** Home Visit service credit points accrue based on calendar months of service, from the Commencement of Service date. Home Visit point accrual for international UN Volunteers will be as follows:

1. *Duty stations classified by ICSC as H, A, B and C accrue Home Visit points at 1 point per month.*
2. *Duty stations classified by ICSC as D or E accrue Home Visit points at 2 per month.*
3. *Periods of less than one month will follow UNDP POPPs for international UN staff.*

For more details about home visit, please refer to [Unified Conditions of Service](https://www.unv.org/sites/default/files/unvpf/UNVcos2021%20Complete%20hi-res-final_compressed_30.08.2021.pdf), Section VII, 11.

**If eligible, complete the following steps to apply:**

* Fill the below details,
* Complete the task in UVP “Request for home visit” and upload:
  + This completed form
  + An approved annual leave request
* UNV will review the request and process your home visit entitlements if eligible.

**Section 1: UN Volunteer details**

|  |  |
| --- | --- |
| First name: | Family name: |
| Assignment title: | |
| Duty station: | Country: |
| Home visit points accrued: | |

**Section 2: Dependent information (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Family name** | **Relationship** | **Age of dependent** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3: Place of home visit**

Please enter the details of your **domicile.** You will receive a lump sum payment for airfare to this location as per the Unified Conditions of Service. Domicile is your **permanent address at time of recruitment.**

The payment for travel for dependent is equivalent to 120% of a quote from your domicile (or place of recruitment, if different) to the duty station. UNV's procurement team provides the quote and UNV will process it through your payroll.

|  |
| --- |
| Country: |
| City: |
| Closest airport: |

**Section 4: Travel dates for home visit**

|  |
| --- |
| Date travelling home (dd/mm/yyyy): |
| Date returning to duty station: |

I confirm by uploading this form to UVP that the content is true and accurate. I understand that deliberately providing untrue information may lead to disciplinary action by UNV.