**Repatriation information form for International UN Volunteers ending their assignment**

UNV needs to know your travel plans so we can process your end of assignment entitlements.
International UN Volunteers are generally entitled to receive a lump sum payment for repatriation travel.

This payment is equivalent to 120% of a quote from your duty station to your domicile (or place of recruitment, if different). The quote is provided by UNV's procurement team. If you choose to stay at your duty station, you will not receive a repatriation lump sum.

International UN Volunteers receive 1 month of health insurance from the official contract end date if they leave the duty station via a direct route, at latest, one day after their official contract end date.
Please complete the form below and pay close attention to the differences between each option. This will affect your travel payment.

If eligible, we will let you know the value of your travel lump sum once processed. The payment will be transferred via payroll at the end of the month.

**Section 1: UN Volunteer details**

|  |  |
| --- | --- |
|  First name:  |  Family name:  |
|  Assignment title:   |
|  Duty station:   |  Country:  |

**Section 2: Intention to travel**

**When I finish my UN Volunteer assignment I will…**

Choose one option

[ ]  **Stay at my duty station for more than 180 days (go to section 6)**

You will not receive a lump sum travel payment.

Your health insurance will cease the day after your official contract end date

[ ]  **Travel from my duty station/repatriate (go to section 3)**

[ ]  **I was telecommuting throughout my assignment and did not travel to my duty station (go to the end of the form and sign)**

**Section 3: Place of repatriation**

**The place I will repatriate to is:**

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

**The place of repatriation above is:**

[ ]  **My domicile or place of recruitment**

You will receive a lump sum payment to return to this location.

Domicile is your **permanent address** at time of recruitment.

Place of your recruitment is your **current address (where you were living)** at time of recruitment (if different from domicile).

You will receive an additional month of health insurance provided you repatriate on or before your contract end date.

[ ]  **Another destination that is not my domicile or place of recruitment**

You will receive a lump sum payment **equivalent to your domicile** regardless of the actual costs of travel.

Your health insurance will cease the day after your official contract end date.

**Section 4: Date of repatriation**

[ ]  **I intend to travel on or before the day after my official contract end date.**

Your lump sum travel payment will be based on the day of travel and your health insurance will continue for one month after your official contract end date.

My intended travel date is (dd/mm/yyyy):

[ ]  **I intend to travel later than the day after my official contract end date**

Your lump sum travel payment will be based on the day after your official contract end date as per the UN Volunteer Condition of Service and your health insurance will cease the day after your official contract end date.

My intended travel date is (dd/mm/yyyy):

**Section 5: Repatriation of Dependent(s)**

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

**Section 6: Discharge and release of Liability in case of delayed repatriation travel**

Please read the statements below and confirm you agree to these terms.

[ ]  In accordance with the provisions of the UN Volunteer Conditions of Service (CoS), I confirm that if I decide to not immediately return to my domicile or place of recruitment after my contract end date the terms of this text will apply

[ ]  As required by the CoS, I agree to discharge, release and indemnify the UN Volunteer programme, my Host Entity, and UNDP from any legal, financial and any other obligations whatsoever for any and all damages or injuries sustained by me or my dependents at the duty station (if applicable) or any other occurrences arising after the end of Contract date, other than my entitlement to an exit lump sum allowance in accordance with the applicable CoS.

[ ]  I understand that as of the end of contract date I will no longer have the status of a UN Volunteer and any provisions for security, insurance (medical, life, dismemberment) and any other emergency support that I may have derived from this status will cease.

[ ]  I understand and agree that as of the end of contract date, I shall accept sole responsibility for my (and my dependents at the duty station, if applicable) residence permits/visas and accommodation, and I agree that the UNV programme, Host Entity or UNDP shall have no legal, financial or any other obligations in this respect whatsoever.

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UN Volunteer Name

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UN Volunteer Signature Date (dd/mm/yyyy)