

Volunteer How to request a payment

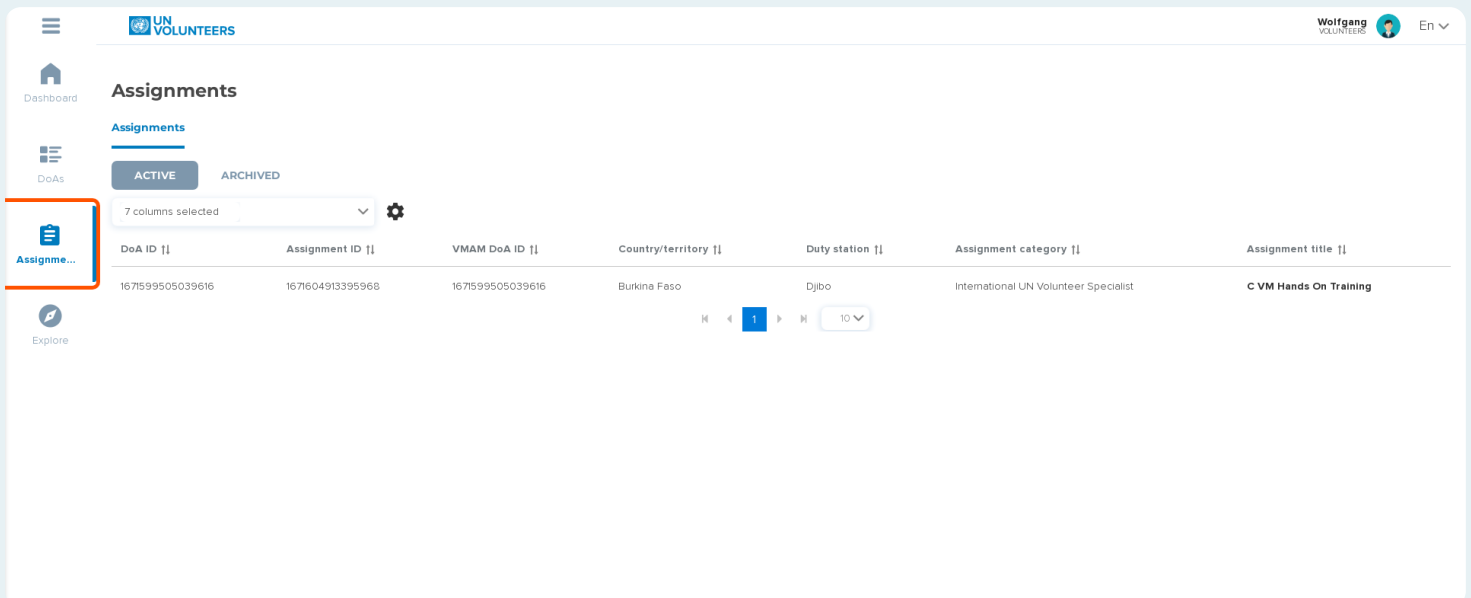
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Updated: 3 years ago

How to request a payment as a serving UN Volunteer.

Serving UN Volunteers are entitled to request payments related to their service, whenever covered by the UNV Conditions of Service.

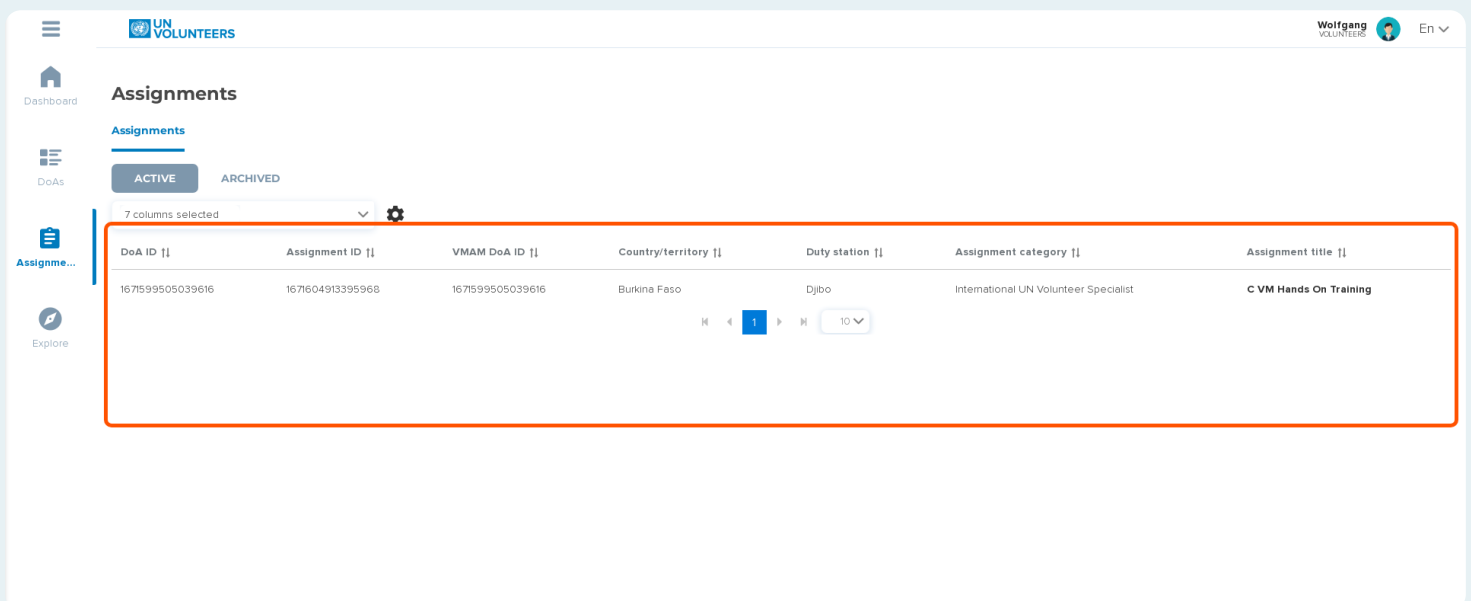
To do so, go to the Assignments tab.



The screenshot shows the UN Volunteers web application interface. The top navigation bar includes the UN Volunteers logo, the user's name 'Wolfgang VOLUNTEERS', and a language dropdown 'En'. The left sidebar contains navigation options: 'Dashboard', 'DoAs', 'Assignme...' (highlighted with a red box), and 'Explore'. The main content area is titled 'Assignments' and features a filter for 'ACTIVE' and 'ARCHIVED'. Below the filter, a table displays assignment data. The table has 7 columns: DoA ID, Assignment ID, VMAM DoA ID, Country/territory, Duty station, Assignment category, and Assignment title. The first row of data shows: DoA ID 1671599505039616, Assignment ID 1671604913395968, VMAM DoA ID 1671599505039616, Country/territory Burkina Faso, Duty station Djibo, Assignment category International UN Volunteer Specialist, and Assignment title C VM Hands On Training. A pagination control at the bottom of the table shows '1' of 10 items.

DoA ID []	Assignment ID []	VMAM DoA ID []	Country/territory []	Duty station []	Assignment category []	Assignment title []
1671599505039616	1671604913395968	1671599505039616	Burkina Faso	Djibo	International UN Volunteer Specialist	C VM Hands On Training

Click on your assignment to open it.



This screenshot is identical to the one above, showing the UN Volunteers web application interface. The main content area displays the 'Assignments' table. The first row of the table, which contains the assignment details for 'C VM Hands On Training', is highlighted with a red rectangular box. The table structure and data are the same as in the previous screenshot.

DoA ID []	Assignment ID []	VMAM DoA ID []	Country/territory []	Duty station []	Assignment category []	Assignment title []
1671599505039616	1671604913395968	1671599505039616	Burkina Faso	Djibo	International UN Volunteer Specialist	C VM Hands On Training

When in the Assignment Details page, click on Request Payment.

The screenshot shows the 'Assignment details' page. The main content is divided into two sections: 'Assignment information' and 'Volunteer information'. The sidebar on the right contains 'Related actions' and 'Tasks'.

Assignment information	
DoA title C VM Hands On Training	Assignment id 167604913395968
Host entity Classical Music	Duty station Djibo
Country Burkina Faso	Volunteer category International UN Volunteer Specialist
Duration 12 months	Related DoA View
Assignment status Serving	

Volunteer information	
UN Volunteer name Wolfgang Mozart	Atlas employee ID -
Tentative travel date 29/09/2021	Volunteer profile View
Domicile city Salzburg	Domicile country Austria
Recruitment city -	Recruitment country -

Related actions:

- [Inventory of personal effects](#)
- [Request payment](#) (highlighted with a red box)
- [Request resignation](#)

Tasks:

- [Request home visit](#)
- [Complete](#) (green button)

Fill out the required information in the form.

The screenshot shows the 'Request payment' form. The form is highlighted with a red border. The left sidebar shows the 'Assignment Details' for Wolfgang Mozart. The form fields are:

- Description of expense:** A large text area.
- Claimed amount *:** A text input field with '0.00' entered.
- Currency of expense *:** A dropdown menu.
- Additional remarks:** A large text area.
- Supporting documents:** A section with three buttons: '+ Choose', 'Upload', and 'Cancel'.

At the bottom of the form, there are two buttons: 'Cancel' and 'Request payment' (green button).

Select the type of payment related to your request from the dropdown menu.

The screenshot shows the 'Payment information' section of the UN Volunteers payment request form. The 'Payment request type' dropdown menu is open, displaying a list of options: Residential security, Bank fees, Visa, Individual Learning Allowance, Lab Test - Quarantine DSA (Covid19), Reasonable accommodation-PWD inclusion, Reasonable accommodation - PWD inclusion (UNV), and Annual leave monetization. The 'Residential security' option is highlighted. Other fields include 'Invoice or expense incurred date', 'Claimed amount', 'Currency of expense', and 'Additional remarks'. The form is for Wolfgang Mozart, an International UN Volunteer Specialist in Burkina Faso, Djibo.

Payment information

Payment request type *
Residential security
Bank fees
Visa
Individual Learning Allowance
Lab Test - Quarantine DSA (Covid19)
Reasonable accommodation-PWD inclusion
Reasonable accommodation - PWD inclusion (UNV)
Annual leave monetization

Invoice or expense incurred date *

Claimed amount *
0.00

Currency of expense *
▼

Additional remarks

Cancel Request payment

Fill out the other fields, such as the claimed amount, the currency, and other information.

The more information and the clearer it is, the easier it is to review the request. If any information is unclear, or not supported by a clear document, the request may be returned to you, causing delays in the processing of the payment.

The screenshot shows the 'Payment information' section of the UN Volunteers payment request form, now with more fields filled out. The 'Payment request type' dropdown is set to 'Residential security' and the 'Invoice or expense incurred date' is '23/09/2021'. The 'Description of expense' field is filled with 'Residential Security Payment for the month of September 2021'. The 'Claimed amount' is '250.00' and the 'Currency of expense' is 'USD'. The 'Additional remarks' field is empty. The 'Supporting documents' section has buttons for '+ Choose', 'Upload', and 'Cancel'. The form is for Wolfgang Mozart, an International UN Volunteer Specialist in Burkina Faso, Djibo.

Residential security 23/09/2021

Description of expense
Residential Security Payment for the month of September 2021

Claimed amount *
250.00

Currency of expense *
USD

Additional remarks

Supporting documents
+ Choose Upload Cancel

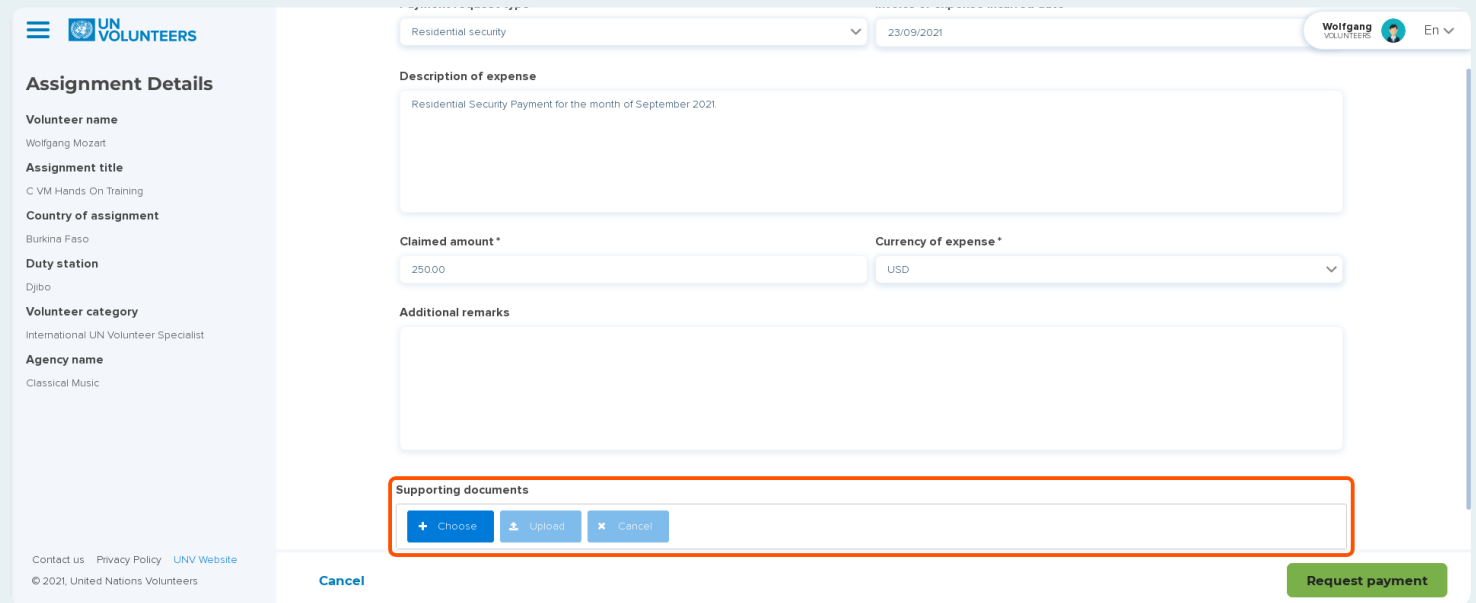
Cancel Request payment

Upload documents to your request by using this function.

Again, make sure the correct document, or documents, are uploaded, such as the invoice or invoices. This will make it easier and faster for your request to be reviewed.

Payment requests cannot be processed without a supporting document!

To upload your document first choose the file and then click on upload.



The screenshot shows a web interface for a payment request. On the left is a sidebar with 'Assignment Details' including: Volunteer name (Wolfgang Mozart), Assignment title (C VM Hands On Training), Country of assignment (Burkina Faso), Duty station (Djibo), Volunteer category (International UN Volunteer Specialist), and Agency name (Classical Music). The main form area includes: a dropdown for 'Residential security' and a date field '23/09/2021'; a 'Description of expense' text area containing 'Residential Security Payment for the month of September 2021'; 'Claimed amount*' (250.00) and 'Currency of expense*' (USD) fields; an 'Additional remarks' text area; and a 'Supporting documents' section with a red border containing '+ Choose', 'Upload', and 'Cancel' buttons. At the bottom are 'Cancel' and 'Request payment' buttons. The top right shows the user profile 'Wolfgang VOLUNTEERS' and language 'En'.

Required supporting documents when requesting payments.

Please keep in mind that different payment requests have different requirements in regards to supporting documents.

A supporting document is mandatory in order for your payment request to be reviewed.

Finally, request your payment!

UN VOLUNTEERS

Wolfgang MOZART En

Assignment Details

Volunteer name
Wolfgang Mozart

Assignment title
C VM Hands On Training

Country of assignment
Burkina Faso

Duty station
Djibo

Volunteer category
International UN Volunteer Specialist

Agency name
Classical Music

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Payment information

Payment request type *
Residential security

Invoice or expense incurred date *
23/09/2021

Description of expense
Residential Security Payment for the month of September 2021

Claimed amount *
250.00

Currency of expense *
USD

Additional remarks

Cancel Request payment

Should your payment request be returned, you will receive a new task to amend it and make the necessary changes.

This is also communicated to you via email. You can resubmit your request via this task by taking the same steps again.

UN VOLUNTEERS

Wolfgang MOZART En

My tasks

Active Completed

Task name	doaCandidateId []	doaid []	Creation date []	Status
Edit Payment Request	-	1671599505039616	Thursday, 30 September 2021 17:46	Edit requested

1 10

Ask Vol.

Additionally, by visiting your assignment page and scrolling to the payments section, you can see the status of current open requests, and past confirmed or rejected ones.

The screenshot shows a web interface with a sidebar on the left containing navigation icons for Dashboard, DoAs, Assignments, and Explore. The main content area is divided into two sections. The top section is a table of assignments with columns: Contract type, Status, Start date, Expected end date, Duty station, End date, and Updated on. The bottom section, titled 'Payments', is highlighted with an orange border and contains a table with columns: Payment ID, Payment request type, Payment requestor, Creation date, Status, Claimed amount, and Currency of expense.

Contract type	Status	Start date	Expected end date	Duty station	End date	Updated on
Initial	Ended	25/09/2021	24/09/2022	Kaya	27/09/2021	28/09/2021
Reassignment	Current	28/09/2021	24/09/2022	Djibo	24/09/2022	02/10/2021

Payment ID	Payment request type	Payment requestor	Creation date	Status	Claimed amount	Currency of expense
1672411462334720	Bank fees	Wolfgang Mozart	02/10/2021	Requested	56.00	USD
1672216509815040	Visa	Wolfgang Mozart	30/09/2021	Updated	250.00	USD
1671673684892928	Residential security	Wolfgang Mozart	24/09/2021	Rejected	500.00	USD
1671673149344000	Residential security	Wolfgang Mozart	24/09/2021	Confirmed	1250.00	USD
1671665573028096	Entry allowance + Travel Quotation	lvpdevSuper User	24/09/2021	Confirmed	4700.00	USD

You can also click on each entry to open it and see more details about it.

This screenshot is identical to the one above, showing the same web interface with the 'Payments' section highlighted in orange. It displays the same tables for assignments and payment requests.

Click on the payment request requiring an edit or an update to open it.

Selzburg Recruitment city Austria Recruitment country

Dashboard DoAs Assignments Explore

Contract history

Contract type	Status	Start date	Expected end date	Duty station	End date	Updated on
Initial	Ended	25/09/2021	24/09/2022	Kaya	27/09/2021	28/09/2021
Reassignment	Current	28/09/2021	24/09/2022	Djibo	24/09/2022	02/10/2021

Payments

Payment ID	Payment request type	Payment requestor	Creation date	Status	Claimed amount	Currency of expense
1672411462334720	Bank fees	Wolfgang Mozart	02/10/2021	Edit requested	56.00	USD

Wolfgang VOLUNTEERS En

Related actions

- Inventory of personal effects
- Request payment

Tasks

There are no pending tasks.

here you can see the details of your payment request.

Dashboard DoAs Assignments Explore

Payment Detail

Back

Wolfgang VOLUNTEERS En

Related actions

- Edit payment

Payment ID
1672411462334720

UN Volunteer name
Wolfgang Mozart

UN Volunteer category
International UN Volunteer Specialist

Assignment title
C VM Hands On Training

Country of assignment
Burkina Faso

Agency Name
Classical Music

Status
Edit requested

Payment information

Payment request type
Bank fees

Creation date
02/10/2021

Description of expense
Claimed amount

Invoice or expense incurred date
08/09/2021

56

Currency of expense
USD

Additional remarks
Supporting document

No results found

Click here to edit the payment request.

Payment Detail

Payment ID
167241462334720

UN Volunteer category
International UN Volunteer Specialist

Country of assignment
Burkina Faso

Status
Edit requested

UN Volunteer name
Wolfgang Mozart

Assignment title
C VM Hands On Training

Agency Name
Classical Music

Payment information

Payment request type
Bank fees

Description of expense

Claimed amount
56

Additional remarks

Supporting document
No results found

Creation date
02/10/2021

Invoice or expense incurred date
08/09/2021

Currency of expense
USD

Related actions
Edit payment

Update your payment request.

Assignment Details

Volunteer name
Wolfgang Mozart

Assignment title
C VM Hands On Training

Country of assignment
Burkina Faso

Duty station
Djibo

Volunteer category
International UN Volunteer Specialist

Agency name
Classical Music

Bank fees | **08/09/2021**

Description of expense

Claimed amount * | **Currency of expense ***

56.00 | USD


Additional remarks

Supporting documents

+ Choose | Upload | Cancel

Cancel | Update

And resubmit it.

 Wolfgang VOLUNTEERS En

Assignment Details

Volunteer name
Wolfgang Mozart

Assignment title
C VM Hands On Training

Country of assignment
Burkina Faso

Duty station
Djibo

Volunteer category
International UN Volunteer Specialist

Agency name
Classical Music

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Payment information

Payment request type * Bank fees

Invoice or expense incurred date * 08/09/2021

Description of expense


Claimed amount * 56.00

Currency of expense * USD

Additional remarks

[Cancel](#) [Update](#)

Click here to complete the request.

 Wolfgang VOLUNTEERS En

Assignment Details

Volunteer name
Wolfgang Mozart

Assignment title
C VM Hands On Training

Country of assignment
Burkina Faso

Duty station
Djibo

Volunteer category
International UN Volunteer Specialist

Agency name
Classical Music

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Payment information

Payment request type * Bank fees

Invoice or expense incurred date * 08/09/2021

Description of expense

Claimed amount * 56.00

Currency of expense * USD

Additional remarks

[Cancel](#) [Update](#)

Edit Payment Request

Update

Click 'complete' to update this payment request.

[Complete](#)

Press escape or click the X to close