**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 [[1]](#footnote-2)(if applicable- for volunteers serving in H,A,B and C duty station)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.

1. *PFU members, who have either joined the UN Volunteer in the country of assignment at UNV’s expense and stayed for at least six months, and those newly born at the duty station (if part of the PFU), may accompany the UN Volunteer on the Home Visit and are entitled to a lump-sum payment, as established by UNV methodology* [↑](#footnote-ref-2)