



Volunteer Vacation Travel Request Form

Volunteer Name: _____ Date of Request: _____

PM Name: _____ Sector: _____

Travel Type: Domestic Vacation International Vacation

Description of Volunteer Travel: _____

Travel Itinerary (attach Page 4 if more space is needed)

Departure Day/Date	Departure Location	Arrival Day/Date	Arrival Location and Accommodation Contact Info

Itinerary is subject to review and approval.

Check box if itinerary continues on Page 4: ☐

Travel contact information

Volunteer phone number(s) while traveling:	
Volunteer email address:	
Travel companions and their contact info (Name – Phone number):	

By requesting these vacation travel days and signing below, I affirm that I have read, understood, and agree to all terms stated in the "Vacation Travel Responsibilities" and (if applicable) the "Volunteer International Travel Agreement" sections described on Page 3:

Check box if traveling internationally: ☐

Volunteer Signature: _____ **Date:** _____

Site departure day/date: _____ **Site return day/date:** _____

Host Organization Supervisor's Approval (required): ☐ Approved ☐ Denied

Supervisor Signature: _____ **Date:** _____

Supervisor Name: _____ **Contact phone:** _____

FOR OFFICE USE ONLY

Received: _____ **Entered in VIDA:** _____ **Entered By:** _____

Leave Type: ☐ Domestic Travel ☐ International Travel

PM Approval: ☐ Approved ☐ Denied **Signature:** _____ **Date:** _____

SSM Approval: ☐ Approved ☐ Denied **Signature:** _____ **Date:** _____

CD Approval: ☐ Approved ☐ Denied **Signature:** _____ **Date:** _____

Vacation **Days Earned** (2 days x months since swearing-in):

Vacation **Days Taken**, prior to this request:

Vacation **Days Available** (Starting Balance):

Number of **Namibian Public Holidays** during period *(if domestic vacation)*

Number of **Traveling** days during period *(if international Vacation)*:

Total Number of **Vacation Days Requested and Charged:**

Number of **Vacation Days Borrowed** for this request:

Ending Balance:

Instructions: How to complete this form

Definitions: ***Domestic Vacation Leave*** begins the day you depart your site and ends the day you return at your site. Namibian public holidays are not counted towards leave date totals, but U.S. holidays are counted. ***International Vacation Leave*** begins the day after departure or when you reach your destination from Namibia (whichever comes first) and ends the day of return to Namibia. **Please note:** Refer to your Volunteer Service Handbook for details.

Vacation Travel Responsibilities

By requesting travel days and signing the Vacation Travel Form, Volunteers understand and agree that:

- ▶ **If plans change unexpectedly, it is the Volunteer's responsibility to notify Peace Corps ASAP (SSM, OOS, CD, or representative in country of travel).** PC understands that sometimes things change and would like to accommodate Volunteer desires for flexibility in planning. PC also underscores the importance of being able to contact volunteers should an emergency arise, whether a security concern in the country being visited, Namibia, or at home of record. PC requires that changes in itinerary be reported to the office (or to the PC office in the country of travel if applicable) as soon as changes are known.
- ▶ Traveling outside of Namibia to any other country without approval will result in an administrative separation.
- ▶ Volunteers must travel with emergency contact information for all countries where Peace Corps is active.
- ▶ Any intentionally incorrect information on the Vacation Travel Request Form and failure to follow this procedure may result in administrative separation.
- ▶ Volunteers **must** receive notification that their Vacation Travel Request has been **approved before** leaving site.
- ▶ In addition to texting **the Out of Site Phone (+264-81-122-5883)** when departing site, Volunteers must also text the Out-of-Site Phone immediately upon return from leave.
- ▶ Volunteers are required to inform their PM within 12 hours following the completion of international leave in order to confirm their safe return to Namibia.
- ▶ No travel will be approved if a Volunteer is not current in the Volunteer's VRG reporting responsibilities.
- ▶ Peace Corps/Namibia will not be responsible for any monetary loss associated with travel or accommodation purchases made prior to approval of leave request, nor due to any unexpected travel ban or security-associated cancellations of approved leave.

Volunteers International Vacation Travel Agreement

If traveling internationally, Volunteers must agree to:

1. Read the current U.S. State Department advisory/travel warning for the countries being visited at www.state.gov. Registering with the State Department at <https://travel.state.gov/content/passports/en/go/step.html> is recommended.
2. Review the transportation policies for the Peace Corps posts in the countries being visited and will travel with the emergency contact information of each country.
3. Notify Peace Corps in the event itinerary changes, new contact information becomes available, or if the Volunteer will not be able to return to site on the planned and approved date.
4. Obtain all information regarding their health in the countries being visited and will obtain relevant information from the PCMO prior to their departure.
5. **Complete a Volunteer Personal Safety Plan and submit to SSM/SSA.**

