

AmeriCorps VISTA Emergency Travel Request and Approval Form

To be Completed by the Member

MEMBER INFORMATION

Name: _____ NSPID: _____ Phone Number: _____

Date of Request: _____ # of Days Requested for Emergency Travel: _____

Reason for Request: _____

TRAVEL INFORMATION

Departure Date: _____ Return Date: _____

Departure City: _____ Arrival City: _____

*AmeriCorps VISTA does not reimburse for international travel.

Will AmeriCorps VISTA need to make your travel arrangements?

- Yes, I want AmeriCorps VISTA to arrange and purchase my flight ticket.
- No, I will drive for my Emergency Travel. I understand that I will receive a round-trip mileage reimbursement between my project site and emergency destination.
 - The zip code of my destination is _____.
- No, I have already purchased my own economy flight. First Class flights and flights purchased with travel points/ frequent flier miles cannot be reimbursed. Reimbursement is subject to approval by VISTA.

The VISTA Member Support Unit will contact you to verify other reimbursable expenses related to your travel. Reimbursable expenses may include: roundtrip mileage to your departure airport; economy-rate airport parking (up to \$50); and/or Uber/Lyft/Taxi travel (up to \$50). VISTA does not pay for international travel. Please contact the VMSU if you are traveling internationally.

Receipts are required for self-purchased flights, parking expenses, and Uber/Lyft/Taxi travel.

To Be Completed by the Sponsor Organization

Name of Organization: _____

Name of Supervisor: _____ Phone Number: _____

CNCS Office of Regional Operations: _____

VISTAs are entitled to up to 5 days of emergency leave not counted against personal leave time.

If Emergency Travel is over 5 days, does Member have enough Personal Leave Available? Yes No

Travel Approved by Sponsor Organization? Yes No

Date of Approval: _____

*By submitting this form the member is verifying all information is accurate and has an emergency. The sponsor is verifying that the organization has approved this travel and the member has days available (if needed).