



Relocation Reimbursement Guidelines for Jesuit Volunteers 2018-2019

Jesuit Volunteers are reimbursed for travel expenses related to relocating after service with JVC according to the following guidelines:

The volunteer is only eligible for this reimbursement upon successful completion of the JVC program and work agreement through the termination date *[Program Agreement page 8]*.

Travel arrangements should be made by June 30, 2019.

- **“Successful completion of JVC program”** means:
 - Full good-faith participation in all JVC retreats and formation program
 - JV remains in service for the full period agreed upon in the Program Agreement.
 - If PTO days are used at the end of the program year, please include the PTO dates along with your Supervisor’s signature on this attached form
- **Travel:** JVC will reimburse the JV for the cost of direct travel to their next permanent location *by the least expensive mode of transportation* available to them. Reimbursement for travel before July 31, 2019 requires approval from the Agency as described above. *The cost of food during travel is not reimbursable.*
- Modes of transportation include:
 - **Bus, Train, Airfare:** The transportation cost and a fee for one bag is reimbursable.
 - **Rental Car:** The rental car invoice including gas receipts should be included with the Relocation Reimbursement Form. This is the only circumstance when gas receipts are accepted.
 - **JV personal car:** JVC will reimburse \$0.18/mile of travel from the community site directly to the place of relocation. *This is the IRS rate for 2018 for moving purposes.* Please print an online map from maps.google.com showing the total miles between locations and include it with the Relocation Reimbursement Form.
- **Expenses:** A combined maximum of \$350.00. is reimbursed
 - Example 1: Baggage costs = \$30, bus = \$120. \$150 reimbursed.
 - Example 2: Baggage costs = \$70, airfare = \$430. \$350 reimbursed.
 - JVC does not reimburse for shipping extra packages. This policy is in line with the value of simple living
- **Procedure:**
- Please **email** the Relocation Form and all receipts in a PDF format to deb@jesuitvolunteers.org. You can also mail to:
 - Deb Schechter
 - Jesuit Volunteer Corps
 - 801 St. Paul Street
 - Baltimore, MD 21202
 - Each JV may submit one and **only one request**, which includes the Reimbursement Form, all travel receipts and Google mileage map (if using a personal car).
 - Jesuit Volunteers who do not have enough money to purchase travel fare for later reimbursement will need to also complete the additional Travel-On form, which we will be submit to our Travel Agency. We will also need a credit card number in case the fare is over the \$350 reimbursement limit.
 - JVC will only honor Relocation Reimbursement requests received by August 31, 2019.



Relocation Reimbursement Form

Please complete and return with all applicable receipts and maps via one of the following methods:

Email to: deb@jesuitvolunteers.org

Mail to: Jesuit Volunteer Corps
801 St. Paul St.
Baltimore, MD 21202

Fax to: 410-244-1766

Payee Information

Community (include city)

Date of Request

Refunds will be sent to address listed below

Name of Payee

Name of JV, If Different

Address

City

State

Zip

Phone Number

Email Address

If you are using your Agency PTO to leave before July 31.

Start Date

End Date

Agency Supervisor Signature

Travel Expenses (cannot exceed \$350)

Transportation Expense

Baggage Expense

Total Expense Amount

Using Travel-On travel agency to purchase tickets

If No Receipts, Explain:

JV Signature



JVC Travel Agency Form To be completed by JVs that do not have the funds to purchase their travel fare

Date of Request
Personal Information

First Name _____
Last Name _____
Date of Birth _____
Gender _____

Community Address

Community Name _____
Street Address _____
City _____
State _____
Zip code _____

Contact information

Mobile phone _____
Email address _____

Destination Address

Street Address _____
City _____
State _____
Zip code _____
Destination Phone _____

Request for dates of travel earlier than July 31, 2019 will require Agency and JVC approval

Flight

Date of Departure _____
Departure City _____
Baggage # (1 or 2) _____
Time preference _____
Seat preference _____

Car Rental

Car size _____

Train

Date of Departure _____
Departure City _____
Time preference _____
Arrival City _____



JVC Travel Agency Form- continued

Credit Card for fare expense exceeding \$350

Name on Credit Card _____

Number _____

Expiration Date _____

CVV# _____

Additional requests or concerns