LVC END OF YEAR (EOY) Travel Guidelines

As the end of your LVC year approaches, we know that you are beginning to make plans to either return home or move to a new city (“your destination city”).  As with your Beginning of Year (BOY) travel, LVC has established travel caps for how much you can be reimbursed.  **NOTE – VOLUNTEERS WHO LEAVE LVC BEFORE JULY 22, 2016 FORFEIT ALL REIMBURSEMENTS, INCLUDING BEGINNING OF YEAR TRAVEL AND END OF YEAR TRAVEL. PLEASE SEE OUR VOLUNTEER HANDBOOK FOR OTHER REASONS THAT MAY AFFECT YOUR EOY REIMBURSEMENT.**

**Deadline for reimbursement requests is August 15, 2016**

**What is a Travel Cap?**

* Travel Cap is the maximum amount that you will be reimbursed for your End-of-Year (EOY) travel.  If you spend more than the travel cap, LVC will only reimburse you up to the limits described below. The Travel Cap may include baggage fees for one checked bag that does not exceed the standard weight requirements issued by major airlines, as long as it stays within the travel cap designated. If flying, LVC will only reimburse you for the cost of a one-way airfare directly to your destination city.
* **You will not be reimbursed for food, lodging, gas, or shipping costs.**
* You can use the End of Year travel reimbursement for travel to your destination city from July 22, 2016 through September 30, 2016 (or October 31, 2016 if you are a second year LVC Volunteer for 2015-2016). However, you must purchase your ticket before **August 15, 2016** and submit all receipts.
* If we cannot reach you for questions or concerns, you may not be reimbursed. If your check is returned because the address is incorrect, you may not be reimbursed.
* **We encourage your efforts in selecting affordable options! By saving money on your travel costs, you help LVC to focus our resources on strong programming and reducing costs to the placements to host volunteers.**

**IMPORTANT STEPS REGARDING REIMBURSEMENTS**

1. You can turn in your EOY Reimbursement Request Form anytime between now and **August 15**.  However, your request will not be processed until the end of the program year when you have paid final rent and completed all obligations to LVC (cleaned the house, given us a forwarding address, etc).  IF we receive everything you owe us by Aug. 15th, your reimbursement for BOY travel and EOY travel will be processed in October.
2. Please complete the online submission EOY Travel Reimbursement Form, along with all receipts. You can find the form at <http://lutheranvolunteercorps.org/current-volunteers/>. Email FY17Forms@lutheranvolunteercorps.org with any questions.
3. Note about receipts and/or verifying mileage:
	1. If you are traveling by plane, train, or bus, submit the receipt for your ticket. **LVC will not pay for a full round-trip even if the full amount is under the travel cap. The fee for the first checked baggage will be covered if the total reimbursement does not go above the travel cap (see below).**
	2. If you are driving you must include a Google map with a detailed starting and ending location that verifies your mileage and include receipts for tolls on the request. Do not include receipts for gas, food, or housing.
	3. You will be reimbursed based on mileage that is the total number of miles from your LVC city to your destination city. MILEAGE: LVC will reimburse travel by car at the rate of $.24/mile (the IRS mileage rate for moving); this reimbursement rate includes calculation for cost of gas; you will have to track costs of tolls. Intermediary stop-overs to visit family or friends prior to driving to your destination city is not included in the amount reimbursable by LVC unless the stop-over is directly on the route.
4. As stated in your three-way contract, you will forfeit your travel stipends if you leave the program prior to July 22nd, the last day of service at your placement.
5. If you have questions regarding our end-of-the-year travel process please contact Rev. Enger Muteteke, National Program Director, program@lutheranvolunteercorps.org.

Listed below is the **MAXIMUM** amount that you will be reimbursed for your travel (The Travel Cap), based on your point of origin and your final destination (home city).  PLEASE READ ALL INSTRUCTIONS AND NOTES BEFORE BOOKING YOUR TRAVEL TO YOUR DESTINATION CITY.

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| **LVC** **City** | **Destination City** | **Travel Cap** |
| East Region(CT, DC, DE, GA, FL, KY, MA, MD, ME, NC, NH, NJ, NY, OH, PA, RI, SC, VA, VT, WV) | East RegionMidwest RegionWest Region | $300$315$420 |
| Midwest Region(AL, AR, IA, IL, IN, KS, LA, MI, MN, MO, MS, ND, NE, OK, SD, TN, TX, WI) | East RegionMidwest RegionWest Region | $315$280$420 |
| West Region(AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY) | East RegionMidwest RegionWest Region | $420$315$250 |

**EOY Travel FAQs:**

What is my “destination” city?

*The city designated as your permanent address in your LVC application or the city you designate on your travel reimbursement form that you are moving to, going to be residing in (i.e. have a job or other vocational plans in this city).*

I’m staying in LVC for a second year and don’t plan to go home in between years. Can I buy a ticket for a later date?

*Yes, we’ll pay up to the cap for a one-way ticket for what it would cost to go from your LVC city to your home city. However, you have to purchase your ticket, send us the receipt and reimbursement form by the August 15th deadline. You must also complete your travel by October 31st.*

I am traveling overseas for a new job, will LVC increase the travel cap to cover the full cost?

*No, LVC will reimburse the cost of travel based on your departure within the US. For example, if you are traveling from your LVC city to London and your flight overseas leaves from the West Coast, you will be reimbursed to the West coast region within the travel cap designated.*

Does the travel cap include luggage fees?

 *Yes, only for the first checked bag, but only if the inclusion of the luggage fee doesn't cause the total reimbursement to go*

*above the travel cap.*