



2017-18 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 Beginning of Year (BOY) Travel, there are travel caps for how much you may be reimbursed. All reimbursements will be processed in October 2018.

(Note: Volunteers who leave the LVC program before July 20, 2018 forfeit all reimbursements, including BOY travel and EOY travel. Please see the Volunteer Handbook for other reasons that may affect your EOY reimbursement.)

Deadline for reimbursement requests is August 15, 2017

What is a Travel Cap?

- Travel Cap is the maximum amount that you will be reimbursed for your End-of-Year (EOY) travel. 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 20, 2018 through September 30, 2018 (or through October 31st if you are doing a second year with LVC). However, you must purchase your ticket before **August 15, 2018** and submit all receipts and your online form to be eligible for reimbursement.
- 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/exiting-volunteers/> . Email operations@lutheranvolunteercorps.org with any questions.
3. Note about receipts and/or verifying mileage:
 - a. 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).**

- b. 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.
 - c. 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 3-Way Contract, you will forfeit your travel stipends if you leave the program prior to July 20, the last day of service at your Placement.
 5. If you have questions regarding our End of the Year travel process please contact Drea Mast, Operations Director, at operations@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 (Destination City).

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 Region	\$215
	Midwest Region	\$250
	West Region	\$325
Midwest Region (AL, AR, IA, IL, IN, KS, LA, MI, MN, MO, MS, ND, NE, OK, SD, TN, TX, WI)	East Region	\$200
	Midwest Region	\$280
	West Region	\$325
West Region (AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY)	East Region	\$325
	Midwest Region	\$300
	West Region	\$215

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 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.

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 destination city. However, you have to purchase your ticket, send us the receipt and reimbursement form by the August 15 deadline. You must also complete your travel by October 31, 2018.