



Update: Close of Service Travel

How has the revised Travel Policy (June 2012) affected Close of Service travel?

The VISTA program issued a revised VISTA Travel Policy in June 2012. This policy affects:

- the manner in which members travel from their service site to their home of record (HOR) at the end of the service year; and
- the rate at which members are reimbursed for their travel.

Who is affected by this change?

VISTA members ending service on or after June 1, 2012 who received relocation assistance at the start of service for relocating 50 miles or more from their HOR (or permanent address) to a new residence at their service site.

How will I be affected by the change?

- **Travel by Air, Rail, or Bus (Ticketed Travel):** If you plan to travel via ticketed travel from your service site to your HOR, you are now responsible for arranging your own travel to your HOR. You will receive a Relocation Travel Allowance to off-set the cost of travel. The VISTA program no longer purchases travel at the end of service.
- **Travel by Car:** If you plan to travel by car from your service site to your HOR, the rate at which you will be reimbursed for mileage has changed. This rate is referred to the Relocation Travel Allowance.
- **Baggage:** If you will ship personal items from your service site to your HOR, the rate at which you will be reimbursed for shipment has changed. It is now included in the Relocation Travel Allowance. You are no longer required to submit receipts to receive this benefit.

What is the Relocation Travel Allowance?

The Relocation Travel Allowance is based on direct mileage between your service site and HOR. This allowance, up to \$1,000, regardless of the mode of transportation used, includes:

- A relocation mileage rate set by the VISTA program (23 cents/mile as of 6/1/12)
- A shipping rate for shipment of personal belongings (10 cents/mile as of 6/1/12)

Receipts are not required to collect this allowance.

How am I reimbursed for my travel expenses?

The VISTA Member Support Unit (VMSU) will send a close of service travel voucher to you through the Member Portal, My.AmeriCorps.gov. You must print this form, sign it, and return it to the VMSU. After receipt of your voucher, the VMSU will electronically transfer your allowance to your bank account through the US Treasury within eight weeks.

If you do not receive your reimbursement within this timeframe, please contact the VMSU.

How do I travel from my service site to my home of record (HOR)?

You are responsible for arranging your own travel from your service site to your HOR. The mode of travel is up to you. You may travel on any date after your final day of service.

How do I contact the VISTA Member Support Unit?

- By phone: Dial the National Service Hotline at 800-942-2677 and select the option for the VISTA Member Support Unit.
- Online: Submit your question using a web form at <https://questions.nationalservice.gov/app/ask>.