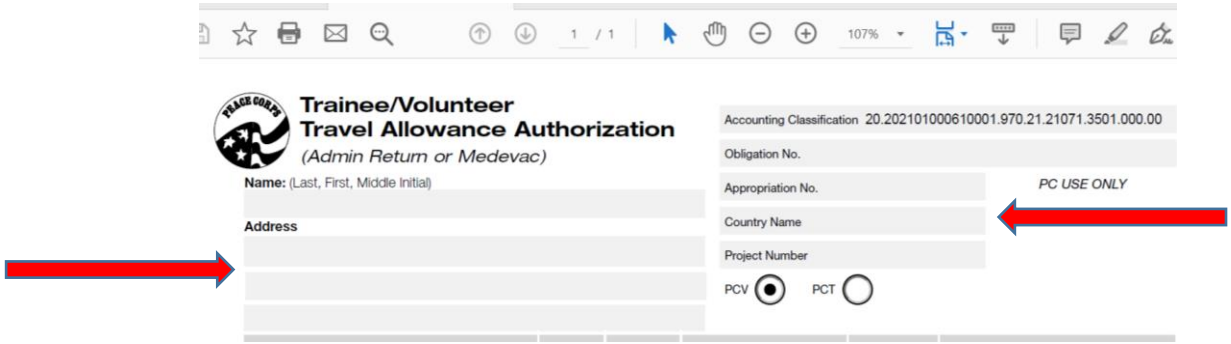
PCV Expense Reimbursement

Form PC-1555 Instructions

1. Enter your name.
2. Under Address, enter:
    a. Your Volunteer ID (important).
    b. The address/city where you self-quarantine (for GSA lodging rates).
    c. Your email address
3. Under "Country Name," enter your country of service.



4. Enter your per diem under "living allowance."
    a. Enter number of days in first column (not to exceed recommended 14 days).
    b. Enter dollar rate ($38).
    c. Enter dates of your 14-day quarantine.
    d. Subtotal will auto-populate.

Description		No. of Days	Dollar Rate	Applicable Dates From	To	Pur/Cost Code	AMOUNTS Itemized	Subtotals
Travel: Post to U.S.		n/a						0
Travel: U.S. to Post		n/a						0
Administrative Hold	Medical Outpatient/ Administrative							
Living Allowance		14	38	3/20/20	4/2/20			532

5. Enter your lodging under "other"
    a. Receipt required for lodging reimbursement. Write your Volunteer ID on all receipts.
    b. Daily hotel room rate cannot exceed GSA max lodging for your city.
    c. Hotel taxes above GSA max lodging are reimbursable.
    d. Enter total in far right column not to exceed (NTE) GSA max lodging + taxes.

Other* lodging+tax (receipt req)							($total here)

6. Enter transportation to/from hotel under “Transportation Reimbursement.”
    a. Receipts required for any expense over $75. Write your Volunteer ID on all receipts.
    b. Transportation to hotel from airport (Uber, Lyft, taxi, etc.) is reimbursable.
    c. Transportation to home of record (Uber, Lyft, taxi, etc.) from hotel is reimbursable
    d. Enter total of all transportation in far right column.

Transportation Reimbursement							($total here)
Transportation to Airport							
						Authorized	
Less Advance by Post						Less	

7. Your signature is not required.
8. Enter any other supporting information under “Remarks.”

Signature (PCT/PCV)	Amount Rec'd	Date
Remarks*		

PC-1555 (Revised 03/2020) PREVIOUS VERSIONS OBSOLETE

9. Email completed form and receipts to templodging@peacecorps.gov
    a. Volunteer ID must be on all receipts.
    b. Photos of receipts are acceptable.
    c. **Deadline to submit**: submit claim within one week of completing your 14-day self-quarantine.