

Travel to VISTA Training Fact Sheet



Requesting Travel to VISTA In-Service Training

VISTAs who are eligible to attend a VISTA In-Service Training receive an email invitation with a link to an online application form. The form includes questions relating to travel and accommodations, such as point of departure, preferred mode of travel, dietary restrictions, and other considerations or needs.

The information provided in that form is used to determine the most cost-effective means of travel, rooming assignments, and menu plans for those who attend the training.

Arranging Travel to In-Service Training (IST)

If you're attending a VISTA In-Service Training, here are a few points to consider.

- **Travel by Car:** If approved to drive to IST, you will be reimbursed for mileage from your approved departure point to the IST at a rate set by the VISTA program. You may request reimbursement for the cost of tolls and parking at the training, as long as you provide receipts or other evidence of the costs (such as a website showing toll amounts).
- **Travel by Air, Rail, and Bus (Ticketed Travel):** For ticketed travel, the VISTA program will arrange and purchase tickets for you to travel from your approved departure point to the training. You will receive an itinerary by email the week prior to your scheduled departure date. You may request reimbursement for certain costs associated with getting to the airport (or train or bus station); see the next paragraph.
- **Travel by Local Transit:** If you use local transit (bus, subway, light rail, etc.) to get to the training, make note of the fare so we can add the amount to your reimbursement at IST registration. If your VISTA sponsor provides you with a monthly pass that you can use for travel to IST, then you will not be reimbursed for the fare.
- **Other Travel Expenses:** VISTA will reimburse you for certain travel expenses.
 - If any part of your trip is by car, please note the round-trip mileage for reimbursement.
 - If you park your car at an airport or train station, park in long term (economy) parking for the lowest rate and note the daily rate. Please bring your parking lot ticket for verification. The maximum reimbursement for such parking is \$50 total and you will only be reimbursed at the economy rate.
 - If you take public transit or a shuttle to the airport, train, or bus station, please save all receipts and submit them during registration. If public transit or a cost effective shuttle is not available, you can be reimbursed for a taxi, Uber, Lyft, etc.; show your receipt at IST registration. The maximum reimbursement for such transportation is \$50 total.

Reimbursement for all training related travel will be made by direct deposit about six to eight weeks after the completion of training.

Requesting Help

Contact the VISTA Member Support Unit (VMSU) at 800-942-2677 to get answers to travel-related questions.