

VOLUNTEER ASSISTANT INFORMATION SHEET

1. Information. WWR has agreed to fund an Individual Travel Authorization (ITA) for you while you help care for your Marine. This ITA is approved with the understanding that you are serving as a Volunteer Assistant for the Federal Government. Procedures for requesting ITAs and authorized expenses are provided in this Policy Letter.

2. Requesting ITAs. The Patient Affairs Team (PAT) where your Marine is located will assist you with completing the ITA request. This request is approved by the Wounded Warrior Regiment in 30 day increments.

3. Information

a. Your Marine is authorized only one Volunteer Assistant at a time. See WWR Policy Letter 3-09, paragraph 4c, for exceptions to having two Volunteer Assistants assigned.

b. Only one round trip to and from your residence is authorized per individual.

c. While in a Volunteer Assistant status, you will be receiving per diem. The per diem allowance is a daily allowance that is paid instead of the actual expenses for lodging, meals, and related incidental expenses (M&IE). The per diem allowance is distinguished from transportation and other miscellaneous travel expenses and covers charges, including taxes and service charges applicable. The following types of expenses are authorized:

(1) Lodging. The term "lodging" includes expenses for overnight sleeping facilities and personal use of the room during the daytime. It does not include accommodations on airplanes, trains, buses, or vessels. Such cost is included in the transportation cost and is not considered a lodging expense.

(2) Meals. Includes the cost of breakfast, lunch, dinner, and all taxes; specifically excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for other persons.

(3) Incidental Expenses. Expenses that are not reimbursable include:

(a) Fees and tips to bellhops, housekeepers, porters, and baggage persons in hotels, stewards or flight attendants and others on vessels and hotel servants.

(b) Service charges for fans, air conditioners, and heaters furnished in rooms when the charges are not included in the room rate.

(c) Telegrams and telephone calls necessary to reserve lodging accommodations.

(d) Mailing costs associated with filing travel vouchers and payment of Government Travel Charge Card bills.

(e) Local transportation, including usual tips, between places of lodging or duty and place where meals are taken, when not otherwise reimbursable under Chapters 3 and 4, Part F of the JFTR.

(4) Lodging Other than Motel/Hotel. If you will be leasing an apartment, house, or trailer, a lease agreement must be submitted. The lease must provide the time period that the lease is in effect, the monthly lease amount, and other items included in the lease. A receipt for payment of the lease must be submitted with the lease. The lease must be submitted with each partial settlement.

(5) Allowable Expenses

(a) Parking space fees.

(b) Appropriate and necessary furniture, such as stove, refrigerator, chairs, tables, beds, sofas, television, and vacuum cleaner. Some rental agreements include options-to-buy clauses that result in the renter owning the rental items listed in the lease. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while in a traveler status if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the Government by the traveler if paid to the traveler as part of the travel claim settlement.

(c) Connection, use, and disconnection cost of utilities, including electricity, natural gas, water, fuel oil, and sewer charges.

(d) Dumping fees.

(e) Shower fees.

(f) Maid fees and cleaning charges.

(g) Monthly telephone use fees (does not include installation charges and unofficial long distance calls). When a personally owned cellular phone is used in lieu of an installed phone, the monthly cell phone fee may not be claimed.

(i) The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned.

d. You must complete a supplemental travel voucher every 30 days. Your PAT representative will assist you with completing this voucher.

e. You must also complete a final travel voucher when you complete your travel back to your residence.

4. Any questions regarding your orders or travel vouchers, please contact your PAT representative.

ACKNOWLEDGEMENT:

Volunteer Assistant

PAT Representative