



WOUNDED WARRIOR REGIMENT

UNITED STATES MARINE CORPS

INVITATIONAL TRAVEL ORDERS AND NON-MEDICAL ATTENDANT ORDERS

TRAVEL VOUCHER CHECKLIST

Remember that a complete travel reimbursement claim package includes the original or one clear copy of the following:

- DD Form 1351-2 (signed)
- ITO/NMA Orders
- Amendments/Endorsements/Modifications (if issued)
- Lodging receipts
- Any receipt \$75.00 or more
- Completed Electronic Fund Transfer (EFT) Form

The following checklist will help ensure your travel voucher is complete for payment:

- Sign your voucher
- Provide a daytime phone number and/or an e-mail address
- Staple attachments (receipts) to voucher
- Double check your voucher to ensure all information is correct
- Keep a copy of your complete voucher package for your reference
- Submit your travel voucher to your Wounded Warrior Regiment representative
- EFT information verified

In the aftermath of a wound, illness, or injury, Marines can benefit from the presence and assistance of family or friends. Invitational Travel Orders (ITO) or Non-Medical Attendant (NMA) Orders may be authorized for designated individuals (normally family but not required) supporting very seriously or seriously WII Marines.

What are Invitational Travel Orders?

ITOs are government funded orders that can authorize up to three individuals to travel to the bedside of an in-patient WII Marine. When on ITOs, travel to and from the hospital, lodging expenses, meals, and incidental expenses may be reimbursed by the government. Per Diem will be paid at the location's daily rate for meals, lodging and incidental expenses and cannot exceed the approved rates for the area. Information on local per diem rates can be found at the following website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. Initial ITOs are authorized for 21 days and can be increased in 30 day increments. ITOs end when a WII Marine is no longer in an in-patient status.

What Are Non-Medical Attendant Orders?

When a Marine is in an inpatient or outpatient status and a doctor determines it is necessary to have someone assist with the activities of daily living, an individual, designated by the Marine, may be issued NMA orders. Normally, one person is authorized to travel as an NMA. In extenuating circumstances, more than one NMA may be authorized. NMAs are similar to ITOs, with the same travel entitlements authorized; per diem and lodging costs at the current location rate. If the NMA lives in the vicinity of the treatment facility or the WII Marine's duty station, only mileage will be reimbursed. Initial NMAs are authorized for up to 180 days. If more than 180 days is required, an extension can be requested prior to the end of the initial NMA. Monthly reimbursement will continue until it is determined by the medical doctor that the NMA is no longer required.



Frequently Asked Questions

How is an NMA Authorized?

Once the attending physician determines a Marine will need one or more non-medical attendants, they work with the Marine, to determine who should be authorized the NMA orders. The request is submitted to the Commanding Officer, WWR for approval.

How is an advance obtained?

Travelers on ITOs who require advanced funds may be authorized an advance. Advanced payments must be claimed on the travel voucher and payment will be deducted from the final settlement. To request an advanced payment, contact the WWR Pay and Entitlements Section at (703) 784-3694 or (703) 784-3689.

How are travel expenses reimbursed?

To be reimbursed for travel expenses, a completed travel voucher, DD Form 1351-2 must be submitted. Included with the form should be copy of the ITO or NMA orders and any receipts for expenses over \$75.00. A final settlement voucher should be submitted within 7 days of the end of ITO or NMA orders. Assistance with completing the claim will be provided on request.

How could travel reimbursements be affected?

1. If the NMA lives in the vicinity of the treatment facility or the WII Marine's duty station, only mileage will be reimbursed.
2. If the person on ITO or NMA orders leaves the area (for example to check on children not in the area), their monthly reimbursement will be adjusted for the days not with the WII Marine.
3. ITO and NMA reimbursements are paid monthly on 80% of expenses to prevent overpayment. The final settlement is adjusted by any difference in reimbursement and expenses.



THE WOUNDED WARRIOR REGIMENT

The Wounded Warrior Regiment (WWR) stood up in April 2007 and immediately began to assume responsibilities for non-medical Wounded Warrior care. **The mission of the WWR is to provide and facilitate assistance to Wounded, Ill and Injured (WII) Marines, Sailors attached to or in direct support of Marine units, and their family members, throughout the phases of recovery.** The Regimental Headquarters element, located in Quantico, Va., coordinates the operations of two Wounded Warrior Battalions located at Camp Pendleton, Calif., and Camp Lejeune, N.C. The Regimental Headquarters provides unity of command and unity of effort through a single Commander who provides guidance, direction, and oversight to the Marine Corps WII non-medical care process and ensures continuous improvements to care management and the seamless transition of recovering Marines.



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www.woundedwarriorregiment.org • 877.487.6299 •



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