



INVITATIONAL TRAVEL ORDERS

FACT SHEET

Provided below is an explanation of Invitational Travel Orders (ITOs) and travel voucher procedures for family members supporting Wounded, Ill, and Injured Marines.

ITO travelers are encouraged to contact the local Marine Point of Contact (POC) or Wounded Warrior Battalion for any updates to the information contained in this fact sheet.

Your entitlements while in receipt of ITOs

ITOs are government funded orders that can authorize up to three designated persons by a Marine to travel to the medical facility providing care.

This fact sheet contains information for personnel traveling on ITOs. If there are additional questions regarding ITOs after reading this fact sheet, your local Marine POC is available to assist you.

What do ITOs authorize?

ITOs can authorize up to three (3) personnel to travel to the location of the service member. When on ITOs, your travel to and from the hospital, hotel costs, meals, and incidental expenses are reimbursed by the government. You will be paid a daily rate (per diem) for your meals and incidental expenses. The per diem rates received may differ depending on the location where you are staying. Lodging costs cannot exceed the approved lodging rate for the area where you are temporarily staying. Your local Marine POC can provide current rates for your location.

How can I obtain an advance?

You are authorized a funds advance while staying at the medical treatment facility. The number of days you are eligible to receive will depend upon the length of your stay at the facility and will be stated in your travel orders. The amount advanced for each day is 80% of the set per diem for meals and lodging rate. You are able to receive your advance via electronic funds transfer (EFT). To ensure you receive all funds due, you must file a travel settlement.

How do I get reimbursed for my travel entitlements while at the medical treatment facility?

In order to get reimbursed for the amount you've spent on travel, lodging, meals, and incidentals, you must complete a travel voucher, DD 1351-2. If you have been issued an advance, you must claim the total amount of the advance on your first voucher submitted. The advance will be deducted from the final settlement. Be sure to include a copy of your orders with your voucher. Please visit your local Marine POC to complete and file a travel claim.

What is monthly travel accrual?

A monthly travel accrual is a voucher that is submitted every month to pay the travel entitlements accrued from the previous month. Your local Marine POC can assist you

in completing and submitting these vouchers every month. If you prefer, you can wait until your travel is completed before you submit a voucher. Your final settlement voucher would then reimburse you for the entire period.

Non-Medical Attendant Orders

When your Marine becomes an outpatient, you may be issued Non-Medical Attendant (NMA) orders. While the Marine is an outpatient, one person is typically authorized NMA travel entitlements. NMAs are similar to ITOs, with the same travel entitlements authorized. You are authorized per diem and lodging costs at the current location not to exceed the approved lodging rate for that specific location. Please continue to file a travel voucher once a month until your Marine is discharged, and be sure to submit a final settlement voucher once you and your Marine return to home station. If you need further detailed information, please contact your local Marine POC.

More Questions? Call Wounded Warrior Regiment

WWR CALL CENTER: 1.877.487.6299
WWR HQ S-1: 703.432.1864/62/66
WWBN-EAST CALL CELL: 910.451.1202
WWBN WEST CALL CELL: 760.763.6715

TRAVEL VOUCHER CHECK LIST

Remember...A complete travel package includes the original or one clear copy of:

- DD Form 1351-2 (signed)
- Orders
- Amendments/Endorsements (if issued)
- Lodging receipts
- Any receipts \$75.00 or more

The following check list will help ensure your travel voucher is proper and complete for payment:

- Sign your voucher
- Provide a day-time phone number and/or an e-mail address
- Staple attachments (receipts) to voucher
- Double check your voucher to ensure all information is correct (Ask Marine Liaison Team for assistance if necessary)
- Keep a copy of your complete voucher package for your reference
- Submit your travel voucher to your Marine POC



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