



WOUNDED WARRIOR REGIMENT

Fact Sheet | ITOs and NMAs



Invitational Travel Orders (ITO)

These government funded orders can authorize up to three individuals to travel to the bedside of very seriously ill (VSI) or seriously ill (SI) inpatients. The Marine Corps Casualty Branch is the ITO issuing authority.

- ITOs are authorized in 30 day increments.
- ITOs end when a WII Marine is no longer in an inpatient status or is no longer determined to be VSI or SI by competent medical authority.
- 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, found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

APPLIES TO

ITO

Inpatients deemed VSI or SI by a medical doctor may choose up to three people for ITO orders.

Non-Medical Attendant (NMA)

These orders are authorized 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. The Marine's parent command or WWR is the order issuing authority.

- The Marine must be determined to be very seriously ill (VSI) or seriously ill (SI) by competent medical authority.
- Normally, one person is authorized to travel on NMA orders; more than one person may be authorized in extenuating circumstances.
- The same travel entitlements authorized on ITO orders may be available:
 - However, only mileage will be reimbursed if the NMA lives in the vicinity of the treatment facility or the WII Marine's duty station.
 - NMAs are authorized in 30 day increments, due to the flat rate per diem authorization.
 - If more than 30 days are required, an extension can be requested prior to the end of the initial orders.

APPLIES TO

NMA ORDERS

Inpatients or outpatients who are VSI or SI and who need assistance with daily activities may have someone on NMA orders if medical deems necessary.

WWR Fact Sheets of Interest

Care Team Members |
SCAADL | RCC

If you feel that either of these benefits applies to you, please contact your Marine Liaison office, RCC, or Medical Case Manager. If you are unsure, please call WWR pay and entitlements at 703.784.3694. You may also visit www.woundedwarriorregiment.org for FAQs.

Frequently Asked Questions

Q How is an NMA authorized?

A Once the attending physician determines a Marine to be VSI or SI and they need one or more non-medical attendants, they work with the Marine to determine who should be authorized NMA orders. Requests are submitted to the Commanding Officer, WWR for approval.

Q How is an advance obtained?

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

Q How are travel expenses reimbursed?

A A completed travel voucher, DD Form 1351-2 must be submitted. Include copies of the ITO or NMA orders and any receipts for expenses greater than \$75.00 with the travel voucher. A final settlement voucher should be submitted within five days of the end of the ITO or NMA orders.

Q How could travel reimbursements be affected?

A If the NMA lives in the vicinity of the treatment facility or the WII Marine's duty station, only mileage will be reimbursed. 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. 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.

