

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

- DD Form 1351-2
- 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 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 local WWPMT

***More questions?***

***Call the***

***DFAS Travel Pay Customer Service Center at 888-332-7366***

***FYI***

Visit your local military finance office for more information on your pay and entitlements. They can help on a variety of pay-related topics, including pay inquiry assistance and travel claim preparation.

Important Contact Information

Finance Office:

\_\_\_\_\_

Personnel Office:

\_\_\_\_\_

Legal Office:

\_\_\_\_\_

Local WWPMT:

\_\_\_\_\_

For your non-travel pay questions, be sure to call the customer service professionals at Defense Finance & Accounting Service .

**1-888-332-7411**

**Check out all Wounded Warrior pay and entitlement information online:**

**[www.dfas.mil/militarypay/woundedwarriorpay.html](http://www.dfas.mil/militarypay/woundedwarriorpay.html)**



# Invitational Travel Authorizations in support of Wounded Soldiers

**NEED TO KNOW**

An explanation of Invitational Travel Authorizations (ITA) and travel voucher procedures for family members supporting wounded warriors of the United States Army.

ITA travelers are encouraged to contact a local military finance office or Wounded Warrior Pay Management Team (WWPMT) member for any updates to the information contained in this brochure.

*Produced by the Travel Pay Operations of the Defense Finance and Accounting Service*

*March 2008*

# Your entitlements in receipt of an Invitational Travel Authorization

Invitational Travel Authorizations (ITAs) are government orders that can authorize up to three (3) family members of a Soldier to travel to the medical facility providing care.

This brochure contains information for family members traveling on ITAs. If there are additional questions regarding ITAs after reading this brochure, your local Wounded Warrior Pay Management Team (WWPMT) is available to assist you.

## ***What do ITAs authorize?***

ITAs can authorize up to three (3) family members to travel to the location of the service member. When on ITAs, 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 you are staying.

Lodging costs cannot exceed the approved lodging rate for the area you are temporarily staying. Your local WWPMT or finance office can provide current rates for your location.

## ***How can I obtain an advance?***

You are authorized a cash 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 and 100% of the lodging rate. You are able to receive your advance via electronic funds transfer (EFT), or in some instances, cash. To ensure you receive all funds due, you must file a travel settlement.

Please visit your local WWPMT to obtain a cash advance.

## ***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 **must** be paid back to the government.

Be sure to include a copy of your orders with your voucher. Please visit your local WWPMT for assistance in filing your travel voucher.

## ***What is a 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 WWPMT 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 Soldier becomes an outpatient, you may be issued Non-Medical Attendant (NMA) orders. While the Soldier is an outpatient, one person is typically authorized to NMA travel entitlements.

NMAs work similar to ITAs, 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 Soldier is discharged, and be sure to submit a final settlement voucher once you and your Soldier return to home station. If you need further detailed information, please contact your local WWPMT.