Wounded Warrior Pay & Entitlement Handbook

Produced by the Wounded Warrior Pay Management Team
Defense Finance and Accounting Service
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Handbook Purpose

This publication is intended to serve as an explanation of pay and entitlements for members of the U.S. military who are injured while serving in a combat zone, combat operation or hostile fire event and is receiving medical treatment at military facilities outside of the zone. Wounded Warriors and their families are encouraged to contact their local military finance office for any updates to the information contained in this handbook. Your local finance office will have designated personnel assigned as the Wounded Warrior Pay Management Team (WWPMT).

Wounded Warrior Pay Management Team Mission

Mission: To improve the accuracy and the timeliness of pay to Wounded Warriors (WW) and their families and to ensure the critical human dimension of pay support (face-to-face contact to educate the customer) occurs at all critical patient flow locations.

For the most up to date content, please visit our website at **https://go.usa.gov/xNmww.**

An invitation to Wounded Warriors and their families:
Your feedback is important to us. Take our online survey to let us know how we are doing and what we can do to serve you better.

For military members:
http://ice.disa.mil/index.cfm?fa=card&sp=108079&s=602&dep=*DoD&sc=31

For family members:
http://ice.disa.mil/index.cfm?fa=card&sp=108076&s=602&dep=*DoD&sc=31

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Combat Zone Tax Exclusion (CZTE)

Combat Zone Tax Exclusion (CZTE) allows military members to exclude all or a portion of pay and entitlements earned while serving in designated combat areas from tax liabilities. CZTE is authorized each month during which the member is hospitalized in an inpatient status as a result of wounds, disease, or injury incurred while serving in a combat zone. Wounded Warriors may qualify for CZTE up to two years after the President declares the termination of combatant activities if the Wounded Warrior is re-hospitalized for treatment of a wound, disease, or injury incurred in the combat zone.

Example 1:

SGT Todd leaves a combat zone on March 16, 2016, and begins outpatient care on March 17, 2016. SGT Todd continues outpatient care, and is never re-hospitalized as an inpatient for treatment of a wound, disease, or injury incurred in the combat zone. In this case, SGT Todd would receive CZTE through the end of the month of March 2016

Example 2:

SGT Todd leaves a combat zone as an inpatient on March 16, 2016, and moves from inpatient care to outpatient care on April 2, 2016. After this move to outpatient care, SGT Todd is never re-hospitalized as an inpatient for treatment of a wound, disease, or injury incurred in the combat zone. In this case, CZTE would be received through the end of month April 2016 since SGT Todd was an inpatient during the month.

Example 3:

SGT Todd leaves a combat zone as an inpatient on March 16, 2016, and remains an inpatient until May 20, 2016. SGT Todd is re- hospitalized as an inpatient for treatment of a wound, disease, or injury incurred in the combat zone in January and February 2017. SGT Todd would receive CZTE through the end of the month of May 2017, and also for the entire months of January and February in 2017.

For questions or more information, see your local military finance office.

Hardship Duty Pay - Location (HDP-L)

Hardship Duty Pay - Location, or HDP-L, is payable to service members performing duty in areas designated by the Secretary of Defense as hardship duty. The OIF/OEF/OND daily rate is currently $1.66 for Kuwait and $3.33 for Iraq and Afghanistan. The monthly rate for Kuwait is $50.00 and $100.00 for Iraq and Afghanistan.

Wounded Warriors are entitled to HDP-L for up to 12 months after injury as long as they remain in a continuous hospitalized status. A Warrior is considered hospitalized if he/she is initially admitted into a medical facility following removal from the zone, operation, area, or event prior to the end of his or her tour and may later receive outpatient rehabilitation at a facility that is affiliated with the military health care system or civilian hospital, or other treatment facility, and attached/assigned to a medical/patient unit. An example for the Army would be the assignment/attachment to a Warrior Transition Unit (WTU).

Hostile Fire Pay/Imminent Danger Pay (HFP/IDP)

Hostile Fire Pay/Imminent Danger Pay, or HFP/IDP, is paid to military personnel serving in an area designated by the President. HFP/IDP is paid at a pro-rated rate of $7.50 per day equaling $225.00 per month (effective January 1st, 2012). This includes most areas affected by Operations Enduring Freedom (OEF), Iraqi Freedom (OIF) and Operation New Dawn (OND). HFP/IDP entitlement begins upon entry into a designated area and continues or stops as follows:

Effective May 15, 2008, this entitlement will continue for up to 12 months past the month of injury as long as the patient is hospitalized. A Warrior is considered hospitalized if he/she is initially admitted into a medical facility following removal from the zone, operation, area, or event prior to the end of his or her tour and may later receive outpatient rehabilitation at a facility that is affiliated with the military health care system or civilian hospital, or other treatment facility, and attached/assigned to a medical/patient unit.

Example 1:

Chief Smith is medically evacuated on March 16, 2016, from a com- bat zone. Chief Smith will continue receiving HDP and HFP/IDP for up to 12 months after the month of MEDEVAC as long as he remains in continuous hospitalized status. This means that Chief Smith's HDP-L and HFP/IDP will not end until March 31, 2017.

Example 2:

Chief Smith is medically evacuated from a combat zone on March 16. Chief Smith returns to the zone on April 28. If Chief Smith was in a continuous hospitalization status for the period of March 16-April 28, his HDP and HFP/IDP would continue. However, if Chief Smith was not in a continuous hospitalized status HDP and HFP/IDP would stop

once Chief Smith was no longer hospitalized and restart on April 28.

Example 3:

CPL Lang removed from the combat zone before the end of his tour on April 15, and initially admitted for inpatient care at a military hospital. CPL Lang later is receiving outpatient rehabilitation in a facility affiliated with the military healthcare system or is assigned/attached to a Warrior Transition Unit (WTU).

CPL Lang departs hospital and WTU on 2 August to his unit located at his Permanent Duty Station in a status of return to duty. HDP and HFP/IDP continue through the end of the month of August.

Example 4:

CPL Lang is medically evacuated from the combat zone on August 1and is in an inpatient status until October 1. CPL Lang is then transferred and assigned to the WTU until the end of November as an outpatient. CPL Lang is entitled to HDP, HFP/IDP and CZTE for August, September, and October. For November, CPL Lang is authorized HDP and HFP/IDP at the taxable rate.

Family Separation Allowance

Family Separation Allowance (FSA) is paid at the rate of $250.00 per month or prorated at $8.33 per day. FSA is payable to service members with dependents assigned away from their permanent duty station continuously for more than 30 days in a TDY or TCS status when ALL of the Member's dependents are not residing at or near the temporary station.

FSA continues or stops as follows:

- Entitlement continues to accrue to the member if one or more, but not ALL, dependents visit at or near the TDY/TCS station for more than 30 days, if the member is otherwise entitled on behalf of the dependent(s) who are not visiting the member.
- Entitlement stops when ALL of the member's dependents visit at or near the TDY/TCS station for 30 days or longer (stops effective on the 31st day).
- Entitlement stops on the day prior to getting PCS'd to the new permanent duty station.
- Entitlement stops on the day prior to returning to home station.

Example 1:

TSgt Hall returns from a combat zone for medical treatment away from his permanent duty station from January 10 to July 15. TSgt Hall has four dependents including a spouse and three children. Unfortunately, no dependents are able to join him. FSA continues uninterrupted while TSgt Hall is at the treatment facility.

Example 2:

TSgt Hall returns from a combat zone for medical treatment away from his permanent duty station from January 10 to July 15. He has four dependents including a spouse and three children. On January 25, spouse and children joins him full time during his treatment. Since every dependent is at or near his temporary duty station continuously for over 30 consecutive days, FSA will stop on the 31st day the dependents are with the Wounded Warrior.

Example 3:

TSgt Hall returns from a combat zone for medical treatment away from his permanent duty station from January 10 to July

15. Out of four dependents, TSgt Hall's spouse and two of the children joins him full time. Since every dependent is not at or near the temporary duty station continuously for over 30 days FSA continues.

Example 4:

TSgt Hall returns from a combat zone for medical treatment away from his permanent duty station from January 10 to July 15. Out of four dependents, TSgt Hall's spouse and two of their children joins him full time. His other child still visits as often as possible, but is not able to reside near the duty station continuously. Since every dependent is not at or near the temporary duty station continuously for over 30 days, FSA continues.

Example 5:

TSgt Hall returns from a combat zone for medical treatment away from his permanent duty station from January 10 to July 15. He has four dependents including a spouse and three children. On January 25, his spouse joins him full time, and his children only visits when able on long weekends and school breaks. Since only one dependent is at or near the temporary duty station continuously for over 30 days, FSA is still paid through the entire stay.

Combat-Related Injury & Rehabilitation Pay (CIP)

CIP was an entitlement paid from March 23, 2006 through May 14, 2008, at a monthly rate of $430. For eligible

Wounded Warriors, the monthly rate of $430 includes HDP- L for $100, HFP/IDP for $225 and per diem (travel) for $105. Service members who were medically evacuated out of a combat zone and considered "hospitalized" were entitled to CIP. For the purposes of CIP entitlement, a Wounded Warrior is considered hospitalized if he/she is admitted as an inpatient or is receiving extensive rehabilitation as an outpatient while living in quarters affiliated with the military health care system.

Wounded Warriors are still eligible to claim retroactive periods of CIP qualification. Contact your local finance office if you believe you should have earned CIP for a time period but did not receive the entitlement.

Pay and Allowance Continuation (PAC)

As of May 15 2008, the Pay and Allowance Continuation (PAC) program replaced CIP. Members of the Active or Reserve Components who, in the line of duty, incurred a wound, injury, or illness while serving in a combat operation or a combat zone, while serving in a hostile fire area or while exposed to a hostile fire event (regardless of location) and are hospitalized for treatment of the wound, injury or illness shall continue to receive the pay and allowances he/she received at the time of hospitalization. These entitlements include HDP-L, HFP/IDP special and incentive pays, bonuses and the daily incidental expense portion of temporary duty allowance authorized for members deployed in a combat operation or combat zone. This entitlement may continue for up to 12 months.

To be eligible, the member must have been wounded, become ill, or injured in the line of duty; while in a combat zone, combat operation, a hostile fire area, or exposed to a hostile fire event (regardless of location); and was removed from the zone, operation, area, or event prior to the end of their tour. Additionally, directly following the event, the member must have been removed and first hospitalized (minimum of one-day inpatient) or MEDEVAC for treatment resulting from his or her claimed wound, injury, or illness. The member may later receive outpatient treatment and/or rehabilitation or some other form of appropriate medical care in a Military Treatment Facilities (MTF), Warrior Transition Units (WTU), Community Care Units (CCU), VA Polytrauma Centers, and the SOCOM Care Coalition.

PAC program eligibility terminates on the last day of the month during which any of the following occur:

- Warrior has received the maximum of 12 months of PAC.
- Warrior is returned to full-duty status in other than a medical or patient unit (for example, WTU for the Army or Warrior Regiment for the Marines).
- Warrior will be deemed "returned for assignment to other than medical/patient unit for duty" when the member receives assignment orders to such other unit and is determined to be fit to perform full military duties.
- Warrior is discharged, separated or retired (including temporary disability retirement)
- Warrior is AWOL/Confined
- Health Professional Officers, certified current as of November 2003, in consultation with the Warrior's chain of command determine when a Warrior is found to be able or unable to perform full military duties.

For more information, visit your local military finance office.

Savings Deposit Program (SDP)

The DOD Savings Deposit Program (SDP) was established to provide members of the uniformed services serving in a designated combat zone the opportunity to build their financial savings. Amounts up to $10,000.00 may be deposited, earning 10% interest annually. Members must be receiving HFP/IDP and be deployed for at least 30 consecutive days, or 1 day in each of 3 consecutive months in order to participate in the program. Wounded Warriors will receive an allotment form (DD Form 2558) to terminate SDP.

Withdrawal Procedures

Withdrawal requests may be emailed to dfas.cleveland-oh.jfl.mbx.sdp-cle@mail.mil (SDP mailbox) or faxed to (216) 522-5060 "Attention: SDP". Members may submit a withdrawal request online using ***myPay***. Additionally, requests can be mailed to the following address:

DFAS-Cleveland Center (DFAS-CL) ATTN: SDP
Special Claims 1240 East 9th St.
Cleveland, OH 44199-2055

Members must include name, Social Security Number, and date of departure from the combat zone. Electronic Funds Transfer (EFT) information must include the bank name, routing number, account number, and account type (savings or checking). If a hard copy check is requested, then a complete mailing address must also be provided. Make sure that your allotment has stopped before requesting withdrawal.

Withdrawals

Members may close their SDP accounts only after departing the combat zone. Interest will continue to accrue on the account up to 90 days after departure from the combat zone. Should the 90 day period end on any day other than the last day of a month, interest will accrue through the last day of the preceding month. If the 90-day period ends on the last day of a month, interest accrues for that month. Members in a combat zone may withdraw accrued interest over the $10,000.00 principal quarterly.

Withdrawals of funds on deposit may be made in an emergency only when the health or welfare of a member or dependents would be jeopardized if the withdrawal were not granted. Emergency withdrawals must be authorized by the members' commanding officer.

DFAS will automatically transfer the balance of any dormant SDP account 120 days after the qualifying duty assignment terminates to the military pay account of the SDP account owner.

SDP Help Line

Toll Free	(Stateside Only): 1-888-332-7411
	Commercial: 216-522-5096; DSN: 580-5096
Fax:	(Attention SDP): 216-522-5060
Email:	dfas.cleveland-oh.jfl.mbx.sdp-cle@mail.mil

Traumatic Servicemembers Group Life Insurance

TSGLI is an entitlement that Wounded Warriors may receive if they are covered by Servicemembers Group Life Insurance (SGLI) and they sustain an injury that results in 15 days of continuous inpatient hospital care or certain severe losses, such as loss of a limb, sensory loss, blindness, severe burns and inability to perform activities of daily living. All members of the uniformed services that have part-time or full time SGLI are automatically covered by TSGLI while the member is in service. TSGLI coverage will pay a benefit from $25,000 to $100,000 depending on eligibility and the severity of the loss resulting from traumatic injury. For more information contact the Office of SGLI by phone at 1-800- 419-1473, or visit the TSGLI Web sites at:

http://www.benefits.va.gov/insurance/tsgli.asp
https://www.hrc.army.mil/TAGD/TSGLI%20Contact%20Us

Frequently Asked TSGLI questions

Q. Who is covered under TSGLI?

A. Effective December 1, 2005, every member who has SGLI also has TSGLI.

Q. Can the service member decline TSGLI?

A. TSGLI coverage is automatic for those insured under basic SGLI. The only way to decline TSGLI is to decline basic SGLI coverage.

Q. Are spouses and children covered by TSGLI?

A. No. TSGLI is not available to spouses and children under Family SGLI. It is available to service members insured under SGLI.

Basic Allowance for Subsistence (BAS)

Basic Allowance for Subsistence (BAS) entitlement continues for service members while hospitalized. The current pay table contains applicable rates (see www.dfas.mil/militarymembers/payentitlements/military-pay-charts.html). Military treatment facilities provide meals at no cost to members of the Armed Forces receiving inpatient or outpatient services for an injury, illness or disease incurred in a combat zone.

Casual Pay (CP)

The local finance office can pay Wounded Warriors a casual pay when they do not have means of withdrawing funds from their bank account. The casual pay is considered an advance on the member's subsequent paycheck and will be collected.

Family Support Debit Card Program

The Wounded Warrior Family Support Debit Card Program provides Wounded Warriors' family members with an alternative method of receiving travel advance funds. Through the use of the debit card, funds are immediately available

to cover initial travel expenses. The debit card alleviates the risk due to theft or loss associated with a cash advance and the time issues associated with a check or Electronic Funds Transfer (EFT). Customer service is available 24 hours a day, 7 days a week, and the debit card may be used at Point-Of-Sale (POS) terminals and Automated Teller Machines (ATMs). As with all types of travel advances, the funds advanced will be deducted from the entire travel sum. The card is available at various installations. Please contact the local finance office or PSD for more information.
For additional information, please visit http://www.dfas.mil/militarymembers/woundedwarrior/familydebitcard.html

Travel Pay

The DFAS Casualty Travel-Indianapolis processes TDY, TCS and PCS travel for mobilized Army Reserve, Army National Guard, and Active Duty Wounded Warriors. The Navy, Air Force and Marine Corps provide travel support for their members. Each service's information and procedures are contained in this handbook. Please see a representative from the appropriate finance office, PSD, or WWPMT for more information.
The travel information presented here includes entitlements, voucher submission and frequently asked questions. For additional information on TDY and PCS travel, please visit http://www.dfas.mil/militarymembers/travelpay/information.html.

Entitlements

You are entitled to a daily rate (per diem) at the local rate for the travel day to the combat zone. For example, you are entitled to travel pay the day you travel to the combat zone, but not the day you travel from the combat zone to the medical treatment facility. You are also entitled on non-travel days to an incidental rate of $3.50 a day for each day you are in a combat zone. Wounded Warriors eligible for the PAC program are also authorized the incidental rate of $3.50 a day. Your local WWPMT, finance office or PSD can help you with completing and submitting your voucher. Please visit them prior to your departure.

Submitting the final settlement voucher

You should submit your final settlement voucher within five days of completing your travel and being released from active duty. You may also choose to submit your initial claim when you become an outpatient at your Continental United States (CONUS) medical treatment facility. While an outpatient, you are able to submit monthly accruals so you can pay hotel bills and other necessary payments. A complete travel package includes the original or one clear copy of:

- DD Form 1351-2 (Voucher)Orders (mobilization, demobilization, temporary change of station, DD214 (Release from Active Duty), DD1610 (TDY Authorization))
- Amendments/Endorsements (if issued)
- Statement of non-availability required if government meals or quarters are unavailable
- Lodging receipts
- Any receipts $75.00 or more

This checklist should help you in the submission process:

__ Sign and date your voucher.
__ Provide a day-time phone number and/or an email address.
__ Staple attachments to voucher.
__ Double check voucher to ensure all information is correct.
__ Voucher must have a Reviewer's signature and date.
__ Keep a copy of your complete voucher package for reference.
__ Submit your travel voucher to the appropriate office (see the FAQs for your particular service).

Please submit your travel voucher to:

dfas.indianapolis-in-jfa.mbx.in-travel-casualty@mail.mil or fax to (317)275-0194 (DSN: 510-366-0138)

All Non-WW travel claims, submit to Rome Customer Service email in box: dfas-travelpay-ccc@mail.mil or contact at 1-888-332-7366

Definitions

Wounded Warrior: Service member receiving treatment for a wound, injury, or illness incurred in a combat zone, combat operation, or hostile fire event AND admitted as inpatient to a Military Treatment Facility or VA Facility or assigned/ attached to WTU/WTB/CCU/SOCOM Care Coalition (or patient unit).

Warrior Transition Unit (WTU): Units of care established to provide Soldiers with high-quality living conditions, prevent unnecessary procedural delays, and facilitate Soldier's healing process physically, mentally and spiritually. WTUs provide a Triad of Warrior Support that consists of a Squad Leader, Nurse Case Manager, and Physician (PCM) working together to ensure advocacy for WTU Soldiers, continuity of care, and a seamless transition in the force or return to a productive civilian life.

Hospitalization: A service member is considered "hospitalized" if the service member is initially admitted into a medical facility following removal from the zone, operation, area, or event prior to the end of his or her tour and may later receive outpatient rehabilitation at a facility that is affiliated with the military health care system or civilian hospital, or other treatment facility, and attached/assigned to a medical/patient unit (e.g., Army Warrior Transition Unit (WTU)).

Army Travel FAQ

Q. How do I get a travel advance?

A. Most commonly, an advance may be issued to you if you are issued travel orders (DD 1610) for medical appointments. The order must authorize an advance and must state that you are a non-government charge card holder or travel circumstances prohibit the use of a charge card. If this is the case, then send Indianapolis Casualty Travel one copy of your orders and a cover sheet requesting an advance. On the coversheet, please include your name, address and daytime phone number. If you do not have EFT information already on file with Travel Pay, then please include a completed SF 1199A or a voided personal check. You are encouraged to use the Travel Advance Request form.

Q. When will travel advances be collected?

A. Advances will be collected at the first settlement.

Q. Where do I send the orders to request an travel advance?

A. Please note that WWPMT will help you submit your request; however, please see the following voucher submission information:

Mailing address:

DFAS-IN/Casualty Travel (JFA)
8899 East 56th Street Indianapolis, IN 46249
Fax number: Commercial (317) 275-0194 or DSN 510-366-0138
Email: dfas.indianapolis-in.jfa.mbx.in-travel-casualty@mail.mil

Q. When should a travel advance be requested?

A. Advances can be requested any time prior to travel but will be processed no earlier than 10 days prior to your departure. Those members with government- sponsored charge cards may withdraw a cash advance from an ATM.

Q. How are travel advances computed?

A. Advances are limited to 80% of lodging expense to be incurred and miscellaneous expenses, and 80% of authorized meals and incidental expenses (M&IE).

Q. Where do I call with questions?

A. You may contact your WWPMT at your local finance office for entitlement questions and for assistance submitting your claim. For additional information, please call a Travel Customer Service Representative between 7 a.m. and 3 p.m. (Eastern) at 317-212-3562 or email dfas.indianapolis-in.jfa.mbx.casualty-customer-service@mail.mil

Q. What is a travel accrual/partial payment?

A. An accrual is a partial payment of travel expenses incurred while mobilized for a contingency operation. Upon being placed in outpatient status, you may choose to submit monthly accruals.

Q. When should one request a travel accrual?

A. An accrual should be requested after 30 days of the elapsed travel period. Each request for an accrual should indicate the 30-day period being requested (i.e., 1st, 2nd, 3rd, etc.). A final settlement is required to ensure full payment.

Q. Where should I submit my travel voucher?

A. Submit your travel voucher to your local WWPMT or fax to (317) 275-0194 (DSN 510-366-0138)

Q. How do I get reimbursed for a TDY inside a TDY?
A. Additional TDY trips taken using DD 1610 travel orders should be filed inclusively with the monthly accruals. Separate submissions to Casualty Travel or other travel offices can result in incorrect payments to the traveler. If additional trips are paid by another finance office, this period should be annotated on the monthly DD 1351-2 to avoid an overpayment of meals and/or incidentals. Send copies of claims paid by other finance offices with the final settlement voucher to Casualty Travel.

Q. How do I prepare a travel supplemental claim?
A. The supplemental claim must include:

- DD 1351-2 marked "Supplemental" with a full explanation of the item(s) of expense on the revised DD1351-2 or on a separate sheet of paper.
- A copy of the Advice of Payment for the voucher in question.
- A copy of the initial DD 1351-2 and continuation sheets.
- One copy of the orders and amendments.
- A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of items claimed for which no receipt is available. Statements should reflect, at minimum, the same information that would have been on the receipt had it been available.

Army Invitational Travel Authorizations (ITA)

Invitational Travel Authorizations (ITA) are government orders that can authorize up to three immediate family members of a Wounded Warrior to travel to the medical treatment facility where the Soldier is receiving care.

When on an ITA, 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 on the orders-not the location of the hotel. Check with your local WWPMT to find out what the per diem and maximum lodging rates are for your location.

These vouchers and accruals are filed in a similar way as the service member (see Travel section starting on pg. 10). The local WWPMT, located at the installation's finance office, can assist family members in completing and submitting these vouchers. A Travel Customer Service Representative can be reached between 7 a.m. and 3 p.m. (Eastern) at (317) 212-3562 or by email at dfas.indianapolis-in.jfa.mbx.casualty-customer-service@mail.mil.

NavyTravel FAQs

Q. How do I get an advance?
A. Most commonly, an advance may be issued to you if you are issued travel orders (DD1610) for medical appointments. The order must authorize an advance and must state that you are a non-charge card holder or travel circumstances prohibit the use of a charge card.

Q. Where do I send the orders to request an advance?
A. Your local Personnel Service Detachment (PSD) will help you submit your request.

Q. When should an advance be requested?
A. Advances can be requested any time prior to travel but will be processed no earlier than 10 days prior to your departure. Those members with government-sponsored charge cards may visit an ATM for a cash advance.

Q. How are advances computed?
A. Advances are limited to 80% of lodging expense to be incurred and miscellaneous expenses, and 100% of meals and incidental expenses (M&IE).

Q. Where do I call with questions?
A. You may contact your local PSD at your local finance office for entitlement questions and for assistance submitting your claim.

Q. What is an accrual/partial payment?
A. An accrual is a partial payment of travel expenses incurred while mobilized for a contingency operation. Upon being placed in outpatient status, you may choose to submit monthly accruals.

Q. When should one request an accrual?
A. An accrual should be requested after 30 days of the elapsed travel period. Each request for an accrual should indicate the 30-day period being requested (i.e., 1st, 2nd, 3rd, etc.). A final settlement is required to ensure full payment.

Q. Where do I submit my travel vouchers?
A. All travel vouchers should be submitted to your local PSD. Contact them if you need any assistance in completing the voucher.

Q. How do I get reimbursed for a TDY inside a TDY?
A. Additional TDY trips taken using DD 1610 travel orders should be filed inclusively with the monthly accruals. Send copies of claims paid by other finance offices with the final settlement voucher to your local Personnel Service Detachment (PSD).

Q. How do I prepare a supplemental claim?
A. The supplemental claim must include:

- DD 1351-2 marked "Supplemental" with a full explanation of the item(s) of expense on the revised DD1351-2 or on a separate sheet of paper.
- A copy of the Advice of Payment for the voucher in question.
- A copy of the initial DD 1351-2 and continuation sheets.
- One copy of the orders and amendments.
- A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of items claimed for which no receipt is available. Statements should reflect, at minimum, the same information that would have been on the receipt had it been available.

Navy Invitational Travel Authorizations

Invitational Travel Authorizations (ITA) are government orders that can authorize up to three family members of a Wounded Warrior one round trip visit to the medical facility where the Sailor is receiving care. The Wounded Warrior's physical status must be listed as seriously ill (SI), very seriously ill (VSI) or Not-seriously ill (NSI) if the injury occurred while serving in a combat zone.

When on ITAs, your family members' travel to and from the medical facility, lodging, and a daily rate (per diem) for meals and incidental expenses are reimbursed by the government. The rate of per diem and maximum lodging rates is based on the geographic location of the medical facility. Check with your local PSD to find out what the per diem and maximum lodging rates are for your location

Travel Claims should be completed prior to family member returning home. The PSD, located at the medical facility or installation, can assist family members in completing and submitting the travel claims. Ensure all deductible receipts (e.g. lodging, airfare, terminal parking, etc.) are included in the final travel claim submission.

For more information regarding the Navy WW program, please visit the Navy Safe Harbor website at http://safeharbor.navylive.dodlive.mil/.

Marine Corps Travel FAQs

Q. How do I get an advance?
A. Most commonly, an advance may be issued to you if you are issued travel orders (DD 1610) for medical appointments. The order must authorize an advance and must state that you are a non-charge card holder or travel circumstances prohibit the use of a charge card. If this is the case, fax one copy of your orders to Headquarters Marine Corps Casualty Branch. Include a cover sheet requesting an advance with your name, address and day-time phone number. If you do not have EFT set up with the Casualty Branch, also include a completed SF 1199A or a voided personal check. You are encouraged to use the Travel Advance Request form.

Q. Where do I fax or mail the orders to request an advance?
A. Contact Headquarters Marine Corps Casualty Branch to request an advance.

Q. When should an advance be requested?
A. Advances can be requested any time prior to travel but will be processed no earlier than 3-5 days prior to your departure. Those members with government-sponsored charge cards may visit an ATM for a cash advance.

Q. How are advances computed?
A. Advances are limited to 100% of lodging expense to be incurred and 80% of meals and incidental expenses (M&IE).

Q. Where do I call with questions?
A. You may contact your disbursing/finance office for entitlement questions and for assistance submitting your claim.

Q. What is an accrual/partial payment?
A. An accrual is a partial payment of travel expenses incurred while mobilized for a contingency operation. Upon being placed in outpatient status, you may choose to submit monthly accruals.

Q. When should one request an accrual?
A. An accrual should be requested after 30 days of the elapsed travel period. Each request for an accrual should indicate the 30-day period being requested (i.e., 1st, 2nd, 3rd, etc.). A final settlement is required to ensure full payment.

Q. Where should I submit my travel voucher?
A. Submit your travel voucher to your local disbursing/finance office.

Q. How do I get reimbursed for a TDY inside a TDY?
A. Additional TDY trips taken using DD1610 travel orders should be filed inclusively with the monthly accruals. Separate submissions to your travel office can result in incorrect payments to the traveler. If additional trips are paid by another finance office, this period should be annotated on the monthly 1351-2 to avoid an overpayment of meals and/or incidentals. Send copies of claims paid by other finance offices with the final settlement voucher to Headquarters Marine Corps Casualty Branch.

Q. How do I prepare a supplemental claim?
A. The supplemental claim must include:

- DD 1351-2 marked "Supplemental" with a full explanation of the item(s) of expense on the revised DD1351-2 or on a separate sheet of paper.
- The IATS DOV printout from the original claim paid.
- A copy of the initial DD 1351-2 and continuation sheets.
- One copy of the orders and amendments.
- A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a Statement in Lieu of Receipt must be provided.

Your local administrative unit can provide more information.

Marine Corps Invitational Travel Authorizations

Invitational Travel Authorizations (ITA) are government funded orders that can authorize up to three immediate family members of a Wounded Ill or Injured Marine to travel to the bedside where the Marine is located and receiving medical care. Immediate family members are mother, father, spouse, children, or siblings.

Headquarters Marine Corps Casualty Branch oversees the issuance of ITOs.

Costs covered by the orders include travel to and from the medical facility (one round trip), lodging costs, meals and incidental expenses. The amount paid is based on the authorized per diem rates for that location. You can get this amount from the personnel assisting in the issuing of orders (Inspector-Instructor (I-I) or Patient Administration Team (PAT)).

It is imperative that the cost for lodging does not exceed the per diem authorized for that location. Amounts in excess will not be reimbursed by the government. Rental cars are not authorized for reimbursement.

Should the need arise for an extension of the orders, contact the I-I or PAT that assisted in the initial request and they will be able to assist in getting the extension submitted. Do not wait until the orders have expired to request an extension. All requests for extension are approved by Headquarters Marine Corps Casualty Branch.

Reimbursement of expenses is paid through the settlement of a travel claim (DD 1351-2). The claims will be submitted to the local disbursing/Finance Office by the I-I or PAT members every 30 days. See Travel Pay section of this booklet for more details. If there is a need to receive an advance of allowances, this also is facilitated through the I-I or PAT. If you have a banking account, you will need to provide the routing and account number for a direct deposit into your account. If there is no bank account an advance of cash can be issued on a case by case basis. Headquarters Marine Corps Casualty Branch contact information: Comm: (703) 784-9512 (DSN: 278-9512); Toll Free: (800) 847-1597; Fax: (703) 784-4134

For more information regarding the Marine Corps WW program, please visit the Wounded Warrior Regiment website at http://www.woundedwarriorregiment.org/.

Air Force Travel FAQs

Q. How do I get an advance?
A. Most commonly, an advance may be issued to you if you are issued travel orders (DD 1610) for medical appointments. The order must authorize an advance and must state that you are a non-charge card holder or travel circumstances prohibit the use of a charge card. If this is the case, submit one copy of your orders to your local finance office. Include a cover sheet requesting an advance with your name, address and day-time phone number. If you do not have EFT set up with Finance, also include a completed SF 1199A or a voided personal check. You are encouraged to use the Travel Advance Request form.

Q. Where do I fax or mail the orders to request an advance?
A. Contact your local finance office to request an advance.

Q. When should an advance be requested?
A. Advances can be requested any time prior to travel but will be processed no earlier than 10 days prior to your departure. Those members with government- sponsored charge cards may visit an ATM for a cash advance.

Q. How are advances computed?
A. Advances are limited to 100% of lodging expense to be incurred and miscellaneous expenses, and 80% of meals and incidental expenses (M&IE).

Q. Where do I call for questions?
A. You may contact your WWPMT at your local finance office for entitlement questions and for assistance submitting your claim.

Q. What is an accrual/partial payment?
A. An accrual is a partial payment of travel expenses incurred while mobilized for a contingency operation. Upon being placed in outpatient status, you may choose to submit monthly accruals.

Q. When should one request an accrual?
A. An accrual should be requested after 30 days of the elapsed travel period. Each request for an accrual should indicate the 30-day period being requested (i.e., 1st, 2nd, 3rd, etc.). A final settlement is required to ensure full payment.

Q. Where should I submit my travel voucher?
A. Submit your travel voucher to your local finance office.

Q. How do I get reimbursed for a TDY inside a TDY?
A. Additional TDY trips taken using DD1610 travel orders should be filed inclusively with the monthly accruals. Separate submissions to your travel office can result in incorrect payments to the traveler. If additional trips are paid by another finance office, this period must be annotated on the monthly 1351-2 to avoid an overpayment of meals and/or incidentals. Send copies of claims paid by other finance offices with the final settlement voucher to your local finance office.

Q. How do I prepare a supplemental claim?
A. The supplemental claim must include:

- DD 1351-2 marked "Supplemental" with a full explanation of the item(s) of expense on the revised DD1351-2 or on a separate sheet of paper.
- A copy of the Advice of Payment for the voucher in question.
- A copy of the initial DD 1351-2 and continuation sheets.
- One copy of the orders and amendments.
- A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of items claimed for which no receipt is available. Statements should reflect, at minimum, the same information that would have been on the receipt had it been available.

Air Force Emergency Family Member Travel Orders (EFMT)

EFMT orders (formerly Invitational Travel Authorizations) are government funded orders that can authorize up to three immediate family members of a seriously/very seriously ill or injured Airman to travel to the medical facility where the Airman is receiving care. Immediate family members are: mother, father, spouse, children, or siblings.

Headquarters Air Force Casualty Services Branch oversees the issuance of EFMT orders. When on EFMT, your travel to and from the hospital, hotel costs, meals and incidental expenses, passports (if required) are reimbursed by the gov-

ernment. 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. Check with your Casualty Assistance Representative (CAR) to find out what the per diem and maximum lodging rates are for you location.

Reimbursement of expenses is paid through the settlement of a travel claim. Upon completion of travel, the Casualty Services Branch sends the immediate family member a reimbursement package with step by step guidance to fill out and return to the Casualty Service Branch who will then submit the package for payment.

Additional information pertaining to the EFMT can be found in AFI 36-3002 section 2.29, or by contacting the local CAR located on every active duty Air Force installation, or by simply contacting Headquarters, Air Force Casualty Services Branch located at Randolph AFB, TX. A skilled, Casualty Technician is available to answer any question 24 hours a day 7 days a week at the following numbers:

Commercial: (210) 565-3505 or DSN: 665-3505
Toll Free: (800) 433-0048
Fax: (210) 565-2348, DSN: 665-2348

FYI

Defense Finance & Accounting Service
1-888-332-7411
https://go.usa.gov/xNmww

Army Wounded Soldier and Family Hotline
1-800-984-8523
http://armymedicine.mil/Pages/wounded-soldier-and-family- hotline.aspx

Savings Deposit Program (SDP)
1-888-332-7411
https://www.dfas.mil/militarymembers/payentitlements/sdp.html

DFAS Casualty Travel Team Customer Service Line
1-317-212-3562
dfas.indianapolis-in.jfa.mbx.casualty-customer-service@mail.mil

Traumatic Servicemember's Group Life Insurance
1-800-237-1336
https://www.hrc.army.mil/content/TSGLI

EagleCash
http://www.fms.treas.gov/eaglecash/

T*A*P*S (Tragedy Assistance Program for Survivors)
1-800-959-TAPS
www.TAPS.org

Social Security Administration - Wounded Warrior benefits
http://www.socialsecurity.gov/woundedwarriors/

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

Important Contact Information: _____

Local Finance Office: _____

Personnel Office: _____

Legal Office: _____