

## Invitational Travel Orders (ITOs) and Non-Medical Attendants (NMAs)

ITOs and NMAs provide financial assistance to family members of seriously ill (SI) or very seriously ill (VSI) patients.

### Invitational Travel Orders

#### Who is eligible?

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

- These government funded orders can authorize up to three individuals to travel to the bedside of SI or VSI inpatients.
- The Marine Corps Casualty Branch is the ITO issuing authority.
  - ITOs are authorized in 30 day increments.
  - ITOs end when a recovering service member (RSM) is no longer in an inpatient status or is no longer determined to be SI or VSI 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. More information can be found at <https://www.defensetravel.dod.mil/index.cfm>

### Non-Medical Attendant

#### Who is eligible?

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

- These orders are authorized when a RSM 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 RSM's parent command or Wounded Warrior Regiment is the order issuing authority.
- The RSM must be determined to be SI or VSI 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 ITOs may be available, however, only mileage will be reimbursed if the NMA lives in the vicinity of the treatment facility or the RSM'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.

Wounded Warrior Call Center 24/7—1.877.487.6299

Stay Connected—[www.woundedwarrior.marines.mil](http://www.woundedwarrior.marines.mil)



## Frequently Asked Questions

### **Q** How is an NMA authorized?

**A** Once the attending physician determines a RSM to be SI or VSI and they need one or more non-medical attendants, they work with the RSM to determine who should be authorized NMA orders. Requests are submitted to the commanding officer, Wounded Warrior Regiment 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 Marine Corps Casualty Branch at (703) 784-9512.

### **How are travel expenses reimbursed?**

**Q** 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.

### **How could travel reimbursements be affected?**

**Q** If the NMA lives in the vicinity of the treatment facility or the RSM'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 RSM. ITO and NMA reimbursements are paid monthly on 80 percent of expenses to prevent overpayment. The final settlement is adjusted by any difference in reimbursement and expenses.

## Contact Us

If you feel that either of these benefits applies to you, please contact your Marine liaison office, recovery care coordinator, or medical case manager. If you are unsure, please call the Wounded Warrior Regiment pay and entitlements section at 703.784.3694. You may also visit [www.woundedwarrior.marines.mil/FAQs](http://www.woundedwarrior.marines.mil/FAQs) for more FAQs.

## Related Fact Sheets

- Recovery Care Team
- Special Compensation for Assistance with Activities of Daily Living (SCAADL)
- Recovery Care Coordinator