



Medical Travel: Designated Individuals and Non-Medical Attendants

April 4, 2024

I. Travel of Designated Individuals (also known as “Bedside Travel”)

Purpose

Designated Individuals travel to visit a seriously ill or seriously injured active-duty Service member, a Reserve Component member on active duty, a Service Academy cadet or midshipman, a Senior Reserve Officers’ Training Corps (SROTC) cadet, or a retired Service member.

Status of the Service member: Inpatient Care

Approval Authority

- The attending physician or surgeon *and* the Service member’s commander or head of the military medical facility in charge of the Service member must determine in writing that the presence of a “Designated Individual” is necessary for the Service member’s health and welfare.
- The Authorizing Official (AO) may authorize up to three Designated Individuals to visit once the attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member has determined a “Designated Individual” is necessary.

Selection of the Designated Individual(s)

- The Service member may select up to three Designated Individuals. The Designated Individuals can be anyone the Service member selects; they do not need to be family members.
- If the Service member is unable to select a Designated Individual, the attending physician, surgeon, commander, or head of the military medical facility selects the Designated Individual.
- The Service member may change any or all the Designated Individuals during the duration of the Service member’s inpatient treatment.

Eligibility to Receive Designated Individuals

- **Active-duty Service member or Reserve Component (RC) member on active duty:**
 - Seriously wounded, ill, or injured, including diagnosed with a serious mental disorder, or when death is imminent, who is hospitalized in a medical facility anywhere in the world.
 - Suffering from a wound or injury incurred in an operation or area designated by the Secretary of Defense as a combat operation or combat zone, who is hospitalized in a medical facility in the United States for treatment of that wound or injury.
- **RC member entitled to disability pay and allowances:**
 - Physically disabled as a result of an injury, illness, wound, or disease incurred or aggravated, or when death is imminent.

- Hospitalized in a medical facility anywhere in the world as a result of illness, injury, or disease in the line of duty while performing Inactive Duty Training or while traveling directly to or from such training.
- **Retired Service member:**
 - Retired solely due to a wound, illness, or injury, or because death was imminent who is hospitalized in a medical facility anywhere in the world.
 - Designated Individual travel should initially occur about the same time as the incident because the authority is not intended to provide transportation at a later date.

Allowances for Designated Individuals

Standard travel and transportation allowances including:

- Round-trip transportation:
 - Government procured transportation (e.g., airfare, or train fare).
 - Reimbursement for personally procured transportation (e.g., airfare, or train fare), limited to the cost of government procured transportation.
 - Mileage for driving a personally-owned vehicle, limited to the cost of government procured transportation.
 - Related transportation costs, including transportation to and from transportation terminals, parking, and tolls.
- Per Diem:
 - Meals and Incidental expenses while traveling and while at the medical facility, based on the published per diem rate.
 - Reimbursement for the actual cost of lodging incurred, up to the maximum per diem lodging rate.
 - No per diem for lodging is payable when the Designated Individual does not incur any lodging expenses (e.g., provided lodging at no cost or when staying with friends or relatives).

Limitations

- Only one round trip may be provided between the Designated Individual's home or place of notification and the medical facility in any 60-day period.
- Each Designated Individual is authorized one round trip in any 60-day period.
 - The number of round trips allowed is reduced by the number of non-medical attendants the Service member is authorized.
 - If the Service member exercises his or her authority to change any or all of the Designated Individuals within that 60-day period and if three round trips have been exhausted (three Designated Individuals have traveled), travel for the new Designated Individual(s) cannot commence until 60 days has elapsed from the start of the initial round-trip(s).
- During any time period, only three Designated Individuals may be paid per diem. However, in extenuating circumstances, if three Designated Individuals are already appointed, then additional Designated Individuals

may be authorized or approved by the Secretarial Process. In this circumstance, the number of round trips is increased by the number of Designated Individuals.

Orders/Authorizations for Designated Individuals

- A Service member or civilian employee serving as a Designated Individual will travel under a temporary duty travel order.
- A non-Government civilian serving as a Designated Individual must be issued an Invitational Travel Authorization (ITA).

Funding Designated Individuals

- The wounded or ill Service member's organization is responsible for funding the travel of Designated Individuals.
- Designated Individuals may be authorized a travel advance.

II. Travel of Non-Medical Attendants

Purpose

Non-medical attendants travel to take care of and wait upon a seriously wounded, very seriously wounded, ill, or injured Service member, Service Academy cadet or midshipman, or a Senior Reserve Officers' Training Corps (SROTC) cadet who is hospitalized or requires continuing outpatient treatment for the wound, illness, or injury.

Status of the Service member: Inpatient or continuing outpatient.

Approval Authority

- The attending physician or surgeon *and* the Service member's commander or head of the military medical facility in charge of the Service member must determine in writing that an individual is appropriate to serve as a non-medical attendant and that his or her presence may contribute to the health and welfare of the Service member.
- A non-medical attendant may *not* also be a Designated Individual.
- One non-medical attendant is allowed. However, in extenuating circumstances, additional non-medical attendants may be authorized or approved through the Secretarial Process.

Selection of the Non-Medical Attendant

The Service member chooses the non-medical attendant.

Allowances for Non-Medical Attendants

- If the non-medical attendant resides outside the local area of the medical facility where the Service member is receiving treatment, which becomes the Service member's permanent duty station (PDS), then the non-medical attendant is authorized standard travel and transportation allowances.
 - Round-trip transportation:
 - Government procured transportation (e.g., airfare, or train fare)

- Reimbursement for personally procured transportation (e.g., airfare, or train fare), limited to the cost of government procured transportation.
- Mileage for driving a personally-owned vehicle (POV), limited to the cost of government procured transportation.
- Related transportation costs, including transportation to and from transportation terminals, parking, and tolls.
- Per Diem:
 - Meals and Incidental expenses while traveling and while at the medical facility, based on the published per diem rate.
 - Reimbursement for the actual cost of lodging incurred, up to the maximum per diem lodging rate.
 - No per diem for lodging is payable when the Designated Individual does not incur any lodging expenses (e.g., provided lodging at no cost or when staying with friends or relatives).
- If the non-medical attendant resides in the local area of the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then the non-medical attendant is authorized local travel to obtain treatment for the Service member at the PDS. Note, per diem is not authorized while in the local area.
- If a Service member is transferred to a subsequent medical facility, then the non-medical attendant may be authorized transportation from the treatment location to the subsequent medical facility.
 - If the non-medical attendant uses a POV when a patient is transferred to another medical facility at the Service member's PDS, then the non-medical attendant is authorized mileage from the old treatment location to the new treatment location.
 - Mileage is calculated based on the patient's location, either the inpatient facility or the Service member's residence if receiving outpatient care.

Limitations

- Only one round trip may be provided between the non-medical attendant's home and the medical facility if the non-medical attendant resides outside the local area of the medical facility.
- Per Diem may not be authorized for 31 or more days unless an extension is approved.

Orders/Authorizations for Non-Medical Attendant

- A Service member or civilian employee serving as a non-medical attendant will travel under a temporary duty travel order.
- A non-Government civilian serving as a non-medical attendant must be issued an Invitational Travel Authorization (ITA).
- Local Travel – If the non-medical attendant resides in the local area of the treatment facility, an order or authorization is not issued and reimbursement for local travel outlined above is completed using a local travel voucher.

Funding Non-Medical Attendants

- The wounded or ill Service member's organization is responsible for funding the travel of non-medical attendants.
- Non-medical attendants may be authorized a travel advance.