

TRAVEL ON ASSIGNMENT

FOR PERSONNEL ASSIGNED TO AND FROM DENMARK AND SPAIN

1. The recognised form of travel on assignment to and from Denmark and Spain is by private motor vehicle.

- a. Small stations LOA for Spain and Denmark does not include a car buy/sell element, therefore to ensure that personnel have access to a car in these countries their travel on assignment may be by private motor vehicle. Such travel is deemed to be normal duty travel and personnel will be reimbursed travel and subsistence at the appropriate rates.
- b. Travel must be undertaken by the most direct route.
- c. Travel to Denmark and Spain on assignment by private motor vehicle is not Privately Arranged Passage.

2. **Applications.** Applications are to be forwarded to the UKJSU Travel Cell. Personnel are required to complete National Duty Application Form (attached) and accompanied with the appropriate assignment order. Once approved Individuals may book travel and subsistence arrangements themselves or the unit may undertake this task¹. It is mandatory that hotel accommodation required enroute must be booked via DHRS.

3. **Advances.** An advance of funds may be applied for. The following arrangements apply for the payment of advances:

- a. An advance must not be applied for more than 21 days before the expected commencement of the period of duty²;
- b. Advances must not be for more than 90% of the anticipated cost of the duty;
- c. Personnel must not have more than 3 advances outstanding at any one time; and
- d. The minimum amount for an advance is £50.

4. **Insurance Cover.** A Service person, who uses their private motor vehicle for authorised duty journeys must ensure that the private motor vehicle is insured for all countries visited enroute, has valid Road Tax and current MoT. Cover for Business use is required. However, Service personnel using their private motor vehicle for a permanent assignment (or mid-assignment) move are to check with their insurance company that a move to their new accommodation is covered under Social, Domestic and Pleasure usage.

¹ Please consult the travel office before booking any travel, ferries etc will be booked by utilising Defence Travel where possible to ensure MOD gets the best deals.

² This regulation will not apply to those personnel who require advances to cover resettlement course fees.

FOR PERSONNEL ASSIGNED TO FRANCE AND BELGIUM

1. Personnel travelling on assignment from Belgium and France who elect to travel on assignment by private motor vehicle must use the Privately Arranged Passage (PAP) scheme i.e. for personal reasons they chose to travel by other than the recognised route. They will be entitled to be reimbursed their travel costs up to the PAP limit, which is calculated as the value of a non-flexible economy class flight or a Eurostar ticket for each traveller, plus terminal travel costs at MMA @ PCR.
2. **Applications.** Applications for PAP, from SHAPE to the new duty station, are to be forwarded to the UKJSU Travel Cell. Personnel are required to complete and 'Authority and Entitlement Certificate' (Annex A to JSP 752 Chapter 4 for Service personnel or Annex B for immediate family members) and accompanied by an assignment order. PAP journeys must be;
 - a. Undertaken by a broadly similar route between the 2 duty stations.
 - b. Conducted by the most economical means of travel.
3. Some PAP restrictions are detailed below for further information on PAP restrictions please refer to JSP 752 04.1007.
 - a. PAP will be limited to a refund of expenses incurred by one private motor vehicle only.
 - b. Accommodation and subsistence expenses may not form any part of any PAP claim. All such expenses are the personal liability of the Service person. Expenses such as ferries and tolls may form part of the claim, up to the calculated PAP limit, but parking fees may not be included.
4. **Advances of Pay.** No advance of pay is permissible for PAP. The full costs of PAP must be borne initially by the Service person, who must make all their own private travel arrangements, including subsistence and insurance.
5. **Use of Official Movement Organisations.** Applicants are to note that if permission is granted for PAP or Part PAP, they are not allowed to make use of any Service travel arrangements, booking facilities or vehicles for that stage of the journey. Any breach of this rule will affect the consequent refund of expenses.