



Ministry
of Defence

Guide to Expenses and Allowances for Service Personnel

Sponsored by CDP AF (Remuneration) Allowances
2nd Edition September 2022

Foreword

Welcome to the 2nd edition of the Guide to Expenses and Allowances for Service personnel. I am glad to hear that the first edition was warmly received, and the scenarios contained have been of great use. This edition expands on the scenarios and includes Future Accommodation Model scenarios, updates to Local Overseas Allowance including Overseas Vehicle Provision and Respite Provision. I constantly urge my staff to make JSP 752 (Tri-Service Regulations for Expenses and Allowances) as easy to read as possible, but as you are aware the circumstances a Service person experiences in the course of their duty makes Expense and Allowances policy necessarily complex. Be assured that we do try to simplify the language being used but if you require assistance in understanding how the policy applies to you and your particular circumstance then do seek advice. The table provided at page 7 signposts you to relevant points of contact.

This guide has been produced to assist you, and to be read alongside JSP 752 so you are better informed on the Expenses and Allowances that you may be eligible for and entitled to during your career. Be assured that within Armed Forces Remuneration the offer to you matters to us.

If you have any comments on this guide, then please do let us know via the email address People-AFRem-AllcesGroup@mod.gov.uk

Air Cdre Adrian Bettridge
Head of Armed Forces
Remuneration for Chief of
Defence People

Introduction

This guide is designed to help Regular and Reserve members of the UK Armed Forces understand when they might be eligible for certain expenses, allowances and provisions. It is not exhaustive but seeks to highlight some common expenses, allowances and provisions which personnel may encounter.

The information contained is for guidance only. You must not regard this guide as an authority and you must not enter into any commitments or expenditure based solely upon the information it contains. This guide signposts you to the relevant authority contained within tri-service regulations which will give you a greater understanding of your entitlements. In all cases your unit HR or Regimental Admin Staff are always available for further clarification. Unit HR admin staff may also be from a Unit Personnel Office (UPO), Personnel Service Flight (PSF) or Joint Service Administration Unit (JSAU).

The primary authority for Service expenses and allowances is JSP 752. You can access this from the Defence Intranet or over the Internet from the www.gov.uk website.

You can also find more information on these and other allowances, benefits and support available to you at the [discover my benefits](#) website

There are various categories of entitlements which are:

Compensatory Allowances.

These remunerate Service Personnel for activities or tasks undertaken, or environmental conditions endured, which are considered to be over and above those recognised within base pay or X-Factor.

Contributory Allowances.

These provide Service Personnel with financial assistance towards additional costs which are incurred as a result of the exigencies of the Service, but where there is a degree of personal choice as to when, where and how monies received are spent.

Expenses. These provide refunds for actual expenditure incurred (within defined limits) by Service Personnel whilst undertaking Service mandated activities, or meeting Service obligations. The activity must be pre-approved and represent non- discretionary expenditure.

Provisions. These are policies that do not represent a payment of money to a Service person or are a collection of entitlements under a single heading. For example, where a Service person has an entitlement to activity to be taken on their behalf and for their benefit, such as Movement and Storage of Personal Effects.

Rates

Rates of expenses and allowances are issued annually by Defence People Team (DPT) Chief of Defence People Armed Forces (Remuneration).

Allowances (DPT CDP AF (Rem) Allces) and are sent via the single Service chains of command to your unit HR admin staff. Rates are also shown in JSP 752 Chapter (Ch) 3 Section (Sect) 1 and hosted on the Allowances Team Defnet page on the www.gov.uk website.

Making a claim

You can claim expenses, allowances and provisions in a variety of ways. Some are started by unit HR admin staff on your arrival at a new duty station, and some require you to submit a paper application. Expense, allowance and provision payments resulting from these claims will usually be paid via salary. You can claim other expenses, allowances and provisions via the self-service JPA Expenses Claim system and these claims will be paid into your nominated bank account.

Points to note:

- You must inform your unit HR admin staff of any change in your personal circumstances (e.g. marriage, divorce or change of location) that may affect your entitlement to expenses, allowances and/or provisions as soon as the change occurs.
- You must retain receipts in support of claims for 24 months from the date of submitting the claim, for audit purposes.
- You may not apply for expenses, allowances and/or provisions for the same expenditure more than once.

- If you knowingly submit a fraudulent claim, you will be subject to administrative or disciplinary action.

Reserve Forces

If you are mobilised on Regular Reserve Service or on Full Time Reserve Service, you may be eligible to some of the expenses, allowances and provisions as laid out in the scenarios in this booklet. For a full list of entitlement and further advice on what expenses, allowances and provisions you can claim, depending on your commitment type, please either refer to JSP 752, visit the [discover my benefits website](#) or contact your Unit HR.



Key Policy Responsibilities

Department	Responsibility
Unit HR/Regimental Admin Office - Army Unit Personnel Office (UPO) - Navy Personnel Service Flight (PSF) - RAF Joint Service Administration Units Global Admin Units	First point of contact for Service Personnel when dealing with any aspect of personnel administration
Joint Personnel Administration Centre (JPAC) Enquiries Centre	Deals with queries regarding Pay, Expenses, Allowances, Provisions and the use of JPA
Defence Business Services (DBS) Pay and Allowances Casework and Complaints Cell (PACCC)	Deals with all tri-Service pay and allowances casework and complaints via Unit HR admin staff
Single Service Pay Colonels	Responsible for influencing the development and implementing tri-Service policies for the single Services expense, allowance and provision conditions including representing the Services interests and concerns regarding current policy or issues outwith JSP 752
CDP (AF Rem) Allowances	Has overall responsibility for policies laid out in JSP 752
CDP (AF Rem)	Responsible for implementing all policy relating to Service Pay, Charges, Bounties, Expenses, Allowances, Provisions and Recoveries and Pensions

Change of personal circumstances

Service Personnel are to ensure that all changes in personal circumstances are reported to their Unit HR. If you experience any of the changes in personal circumstances listed below, your entitlement to expenses, allowances and provisions is likely to change and you must advise the JSAU or Unit HR admin staff at the earliest opportunity so that your entitlements can be reassessed.

The most common personal circumstances that change are:

- a. Marriage/Civil Partnership.
- b. Birth or adoption of a child.
- c. Death of spouse or child.
- d. The initial stages of the dissolution of a marriage or

any form of marital separation, regardless of whether either party intends to petition for divorce.

- e. Legal separation.
- f. Custody or care and control of children.
- g. Divorce - Decree Nisi and Absolute.
- h. Cessation of maintenance payments made under the terms of a court order.
- i. Long Term Relationships

Definitions, abbreviations and alphabetical list of expenses and allowances

A list of definitions and abbreviations and an alphabetical list of expenses, allowances and provisions used in this guide can be found at pages 44-50.



List of Scenarios

This guide sets out a number of scenarios which may be familiar to you. These scenarios are not exhaustive but should give you guidance on more common issues experienced by Service Personnel. They are designed to give you an idea which expenses, allowances and provisions you may be entitled to in different circumstances and to briefly explain each.

Scenario 1: **Page 12**

I am going on a duty journey other than on change of duty station, which expenses can I claim?

Scenario 2: **Page 13**

I am required to stay overnight while on a duty journey, what can I claim and what are my accommodation options?

Scenario 3: **Page 14**

I sometimes have to buy my own meals when I'm on duty, is there anything that I can claim for this?

Scenario 4: **Page 15**

I am going on a duty journey overseas, what can I claim?

Scenario 5: **Page 15**

I have been selected to participate in a representative sports event, am I able to claim anything for this?

Scenario 6: **Page 16**

I am travelling to hospital/medical/dental appointments, is there anything that I can claim?

Scenario 7: **Page 17**

My family are required to travel in support of my Service duties, what can I claim for them?

Scenario 8:**Page 17**

I am currently based in the UK and have received a new permanent assignment, also within the UK, which requires me to move my Residence at Work Address (RWA). What are my movement options, and which allowances might apply to me at my new residence?

Scenario 9:**Page 20**

I have received a permanent assignment to central London, are there any particular allowances available to me?

Scenario 10:**Page 21**

I am going to be permanently assigned to Northern Ireland, are there any particular allowances available to me?

Scenario 11:**Page 22**

I have received a permanent assignment to a location that is remote or inhospitable, are there any particular allowances I can claim?

Scenario 12:**Page 23**

I am currently based in the UK and going on a new permanent assignment overseas, what are my movement options and which allowances might apply to me at my new location?

Scenario 13:**Page 28**

I am returning to the UK from an overseas assignment, what are my movement options and which allowances might apply to me?

Scenario 14:**Page 28**

I am currently based in the UK and going on a temporary duty in the UK or overseas, are there any allowances that may apply to me?

Scenario 15:**Page 30**

I am assigned to a seagoing unit; which allowances might apply to me?

Scenario 16:**Page 33**

I am assigned to an Overseas Operational (Ops) Location, which particular allowances might apply to me?

Scenario 17: **Page 34**

I want continuity of education for my children due to my family mobility, what are my options?

Scenario 18: **Page 35**

I have a child with Special Educational Needs for whom I receive CEA, is there any additional assistance?

Scenario 19: **Page 36**

I wish to submit my notice to leave the Services, is there anything I need to know beforehand?

Scenario 20: **Page 36**

I am going into hospital, are there any allowances that I may be entitled to?

Scenario 21: **Page 37**

I am going into detention at the Military Corrective Training Centre (MCTC), what effect will this have on my allowances?

Scenario 22: **Page 38**

I have just joined Phase 1 training, which allowances may I claim?

Scenario 23: **Page 38**

What clothing/uniform provisions are available?

Scenario 24: **Page 40**

I am approaching my final assignment, what can I claim?

Scenario 25: **Page 41**

I am being assigned to a FAM pilot site and wish to purchase a property for the first time, is there anything that can assist me?

Scenario 26: **Page 41**

I am in a Long Term Relationship and being assigned to a FAM pilot site. Can you let me know what allowances I may be entitled to?

Scenario 27: **Page 42**

I have agreed a Remote Working Arrangement with my Chain of Command. What do I need to know, and which allowances have changed?

Scenario 1:

I am going on a duty journey other than on change of duty station, which expenses can I claim?

Duty Travel - During your Service you will be required to make duty journeys from your normal place of work for a variety of reasons, such as meetings, official visits or hospital appointments. Whenever possible, a Service vehicle (e.g. Military Transport (MT) minibus, MT pool car or MOD-arranged hire car) will be provided, but if it is not, your travel by the most economic means will be funded at public expense. You must keep all your receipts to support your claim. You may be authorised to use your own private vehicle, in which case you must be properly licensed, your vehicle must be in a roadworthy state and your insurance policy must cover you for occasional business use. If you are authorised and opt to travel by rail for your journey

you should obtain a rail warrant/ Service arranged ticket before you travel. You must NOT use your Forces Railcard. If your journey necessarily involves a flight, your air travel should be booked by your unit HR admin staff or travel cell.

See JSP 752 Ch 06 Sect 7.

Day Subsistence (DS) - If your duty journey does not require an overnight stay, but requires you to be temporarily absent from your duty unit for more than 5 hours and you cannot get food and drink from a Service source and necessarily incur costs for either breakfast, lunch or dinner, you will be reimbursed with DS up to the maximum set rate. You must retain your receipts to support your claim.

See JSP 752 Ch 05 Sect 1.

Scenario 2:

I am required to stay overnight while on a duty journey, what can I claim and what are my accommodation options?

If, while on a duty journey, you are required to stay away overnight, you should book into Service accommodation in the local area where possible. If suitable Service accommodation is not available, you require a Non-Availability certificate (seek advice from your unit HR admin staff on how to obtain this certificate). You will then be entitled to **Night Subsistence (NS)**. These are the options for obtaining overnight accommodation (NS):

- **American Global Business Travel (GBT)** - provides Service Personnel with hotel accommodation in the UK and Overseas. When a booking is made via the GBT, there is no requirement for you to pay the cost of Bed and Breakfast (B&B). Depending how long you are away from your unit, DS may also be claimed at the same time for the actual cost of lunch and/or dinner, up to a MOD Service limit (the daily MOD Service limit for DS can be aggregated when 2 nights or more are spent away).
See JSP 752 Ch 05 Sect 8.
- **Private Arrangements Rate (PAR)** - If Service accommodation is not available and instead of staying in a hotel, you wish to make private arrangements to stay with relatives (excluding spouse or civil partner) or friends you may then claim PAR. PAR is paid at a flat rate and covers up to a 24-hour period, to compensate for all expenses incurred during that period (i.e. all meals and accommodation costs if any). No DS may be claimed for any periods during which PAR is paid.
- **Service or Civilian Clubs** - If you are a member of Service or Civilian Clubs you may choose to stay in these clubs. This can be booked through GBT or direct by the member. You may be able to claim actual expenditure only when the accommodation is booked through American Express (GBT).
- **Ferry Cabin** - If you travel overnight on a ferry, you may opt to book a ferry cabin in

lieu of hotel accommodation. The reimbursement will be for actual expenditure incurred for a standard class cabin only and it does not cover the overall cost of the ferry ticket or any other element

which does not constitute accommodation.

See JSP 752 Ch 05 Sect 1.

All travel and subsistence allowances are claimed via the JPA Expenses Claim system.

Scenario 3:

I sometimes have to buy my own meals when I'm on duty, is there anything that I can claim for this?

Meals Out Expenses (MOE) - If you are required to eat regularly at commercial retail outlets because your duties at your permanent assignment station prevent you from eating in a Service messing facility or government subsidised canteen, you may receive MOE. This allowance compensates for the difference between the cost of a meal taken at a Service Mess and the cost of a meal at

a commercial outlet. MOE may not be claimed at the same time as Lodging Allowance (LA), Subsistence Allowance, Special Messing Allowance (SMA), Food and Incidentals Allowance (FIA) or Living-Out Rate of Local Overseas Allowance. MOE should be claimed via the JPA Expenses Claim system.

See JSP 752 Ch 05 Sect 4.

Scenario 4:

I am going on a duty journey overseas, what can I claim?

Passports & Visas - You (and, in some circumstances, your immediate family when they are required to travel overseas (or for Gurkhas, from overseas) for Service reasons) will be provided with passports and visas at public expense. Passport and visa applications are usually submitted via your unit HR staff.

See JSP 752 Ch 09 Sect 13.

Refund of Foreign Currency Exchange Costs - If you need to purchase foreign currency/traveller's cheques from a commercial source because Service foreign exchange facilities are not available and you obtain

a lower rate of exchange than the General Accounting Rate (GAR), you are eligible for a refund of the difference. You may also be refunded the cost of any commission charge. Overseas currency and/or traveller's cheques purchases must be limited to the minimum amount necessary to enable you to meet your daily travel and subsistence expenses until you can cash a Sterling cheque through local Service facilities at the GAR. These refunds are claimed via the JPA Expenses Claim system.

See JSP 752 Ch 09 Sect 3.

Scenario 5:

I have been selected to participate in a representative sports event, am I able to claim anything for this?

Duty Travel - You may be able to claim duty travel (see Scenario 1) if you are authorised to travel in connection with official sport either to participate, or as a certified match official, subject

to certain conditions. You must check with your unit HR admin staff before making any sports related journeys.

See JSP 752 Ch 06 Sect 7.

Scenario 6:

I am travelling to hospital/medical/dental appointments, is there anything that I can claim?

Duty Travel - If Service transport is not available, you may be able to claim duty travel (see Scenario 1) if you are authorised to travel in connection with hospital/medical/dental appointments.

See JSP 752 Ch 06 Sect 7.

Road Travel - If you have driven a vehicle to any of the above appointments, you may be able to claim additional fees, such as parking costs.

See JSP 752 Ch 06 Sect 9.

Incidental Expenses (IE) - is a contribution towards your personal expenses if you are admitted as an in-patient to hospital or a Rehabilitation Centre and are not in receipt of the Deployment Welfare Package

(DWP). Whilst not an exhaustive list, IE caters for items such as laundry, a newspaper, TV access and Internet access. Due to the nature and circumstances in which it is claimed, receipts for expenditure are not required.

See JSP 752 Ch 05 Sect 1.

All travel and subsistence allowances are claimed via the JPA Expenses Claim system.

It should be noted that some allowances also cease if you are admitted to hospital e.g. Food and Incidentals Allowance. You should seek advice from your unit HR admin staff on continued entitlement to allowances.

See JSP 752 Ch 05 Sect 1.



Scenario 7:

My family are required to travel in support of my Service duties, what can I claim for them?

Service Families Travel - If your spouse/civil partner and/or immediate family are required to travel in support of your Service duties, they may be entitled to some allowances in their own right. Circumstances where this may be applicable include assignment moves if your family accompany you, travel from overseas for medical treatment, and other authorised

family moves for Service reasons. If you are on an assignment that is supported by the DWP your family may be eligible for Concessionary Travel for Families (CTF) (more details can be found in JSP 770 Ch 6). Your unit HR admin staff will be able to advise you further regarding families' travel.

See JSP 752 Ch 06 Sect 3.

Scenario 8:

I am currently based in the UK and have received a new permanent assignment, also within the UK, which requires me to move my Residence at Work Address (RWA). What are my movement options, and which allowances might apply to me at my new residence?

If you have to move to a new RWA on permanent assignment in the UK, you have 2 options. You could move into:

- **Public Accommodation**
- if you are single or opt to serve Unaccompanied this would be Single Living Accommodation (SLA) in a Service Mess or barracks or, if

Service accommodation is not available, Substitute Single Service Accommodation (SSSA). If you opt to serve accompanied and you require Public Accommodation, you may move into Service Families Accommodation (SFA) or, if this is not available, Substitute Service Families Accommodation (SSFA).

- **Private Accommodation (either owned or rented by you)** - the various allowances to help meet the costs of moving are explained below.

Disturbance Expense (DE) - If you are required, for Service reasons, to make a qualifying move, you may be eligible for DE to contribute towards the necessary expenses that arise as a consequence. An additional Child Element may be payable. The rate of DE depends upon the type of accommodation you are moving into. If an assignment order is cancelled, after you have necessarily incurred expenses in anticipation of a move, you may be able to claim a refund of money you have already spent on items that DE is designed to cover. You should seek further guidance from your unit HR admin staff. DE is claimed via the JPA on-line self-service system and will be paid with your salary.
See JSP 752 Ch 12 Sect 1.

Movement and Storage of Personal Effects (MSPE) (UK Options) - If you (and your immediate family), have an entitlement to move your PE - furniture and unaccompanied baggage - at public expense, you may do so by using Service arrangements. Alternatively, you may make your own

arrangements and claim back your costs up to a set MOD limit. The options are:

Service Arrangements:

- **The Furniture Movement Service** - Moves within the UK only are referred to as the United Kingdom Removal Service (UKRS) Your PE will be packed, moved and unpacked by the Service contractor. Maximum limits apply.
See JSP 752 Ch 12 Sect 4.
- **Self-Pack Service (SPS)** - This service is primarily intended for use by single non-homeowners and unaccompanied personnel and involves you packing your own boxes then having them moved under Service arrangements. Accompanied personnel may also use this service in certain circumstances. Maximum limits apply.
See JSP 752 Ch 12 Sect 4.

Private Arrangements:

- **UK Private Arrangements Self Help Scheme (UKPASH)** - If you plan to move your PE yourself, either using a commercial carrier or self-drive vehicle/trailer, you may

be eligible to claim UKPASH (seek advice from your unit HR admin staff). UKPASH expenses are claimed via the JPA Expenses Claim system.
See JSP 752 Ch 12 Sect 4.

Other allowances relating to a permanent assignment within the UK

Refund of Legal Expenses (RLE)

- This contributes towards the legal expenses you necessarily incur if, on assignment, you elect to sell a property which is your private RWA and purchase a new property which will be your RWA at your new duty station. Alternatively, if you let your existing property that you have declared as your RWA, the legal fees that arise on letting and/or repossession of your home may be refunded fully or in part. Your new duty station must not be within 50 miles or 90 minutes' travelling time of your current RWA. Claims for refund of legal expenses must be submitted with supporting paperwork and receipts on a JPA Form F004 to your unit HR admin staff.

See JSP 752 Ch 12 Sect 3.

Food and Incidentals Allowance (FIA)

- If you are single or UnAcc, do not have access to Service messing facilities within 3 miles of your unit's designated Service

messing facility, but do have self-catering facilities (usually in SSSA) you may be entitled to FIA. If you work remotely from a qualifying address, you may now claim FIA (See scenario 27). FIA contributes towards the cost of food and other incidental expenses that you incur. It is paid via salary.

See JSP 752 Ch 05 Sect 5.

Home to Duty Travel - If you travel daily between a RWA and your place of duty you may claim HDT (Public), if you live in public accommodation, or HDT (Private) if you live in private accommodation. The allowance is based on the actual distance you travel, less a personal contribution of 3 miles per single journey for HDT (Public) and 9 miles per single journey for HDT (Private). Normally payments are automated and paid via salary. For manual claims that are submitted via the JPA Expenses Claims system, Unit HR admin staff advise of the amount claimable for each journey made. For SP working flexibly from home, HTD may be claimed between the Work from Home Address and the Duty Station via the My Expenses App.

See JSP 752 Ch 07 Sect 3.

Get You Home Travel (GYH(T)) - If you have a qualifying residence

that is more than 50 miles from your duty station you may be eligible for GYH(T). GYH(T) contributes towards the cost of travel from your duty station to a Qualifying Residence (QRes) within the same country. A QRes is your family home or privately maintained property, from which you cannot travel to work daily, but will return to at weekends and stand down periods. If you are assigned to a seagoing unit, you may apply for GYH(T) to a RWA at your ship's Base Port, when alongside in a

UK non-Base Port, or to a family home or privately maintained property which is not in your ship's Base Port area. GYH(T) rate equates approximately to 2 return journeys per month and is paid as a daily allowance via salary. You may also claim GYH(T) when serving unaccompanied, and for some periods of temporary separation. You cannot claim GYH(T) if you have agreed to work flexibly from home or PMP used as the Work from Home Address.

See JSP 752 Ch 07 Sect 4.

Scenario 9:

I have received a permanent assignment to central London, are there any particular allowances available to me?

Recruitment and Retention Allowance (London) (RRA(L)) - If you are permanently assigned to central London (within a 5 mile radius of Charing Cross), or serving on permanently assigned strength of units within Cavalry Barracks, Hounslow, or Woolwich Station and are of the rank of OR4 or below, you will be entitled to receive RRA(L). RRA(L) is a daily allowance that is paid via salary.

See JSP 752 Ch 08 Sect 5.

Reimbursement of Congestion Charges (CC) - If you are living in

publicly funded accommodation within a Congestion Charge Zone (CCZ), such as the one in central London, you are eligible to receive CC reimbursement. If you are required to drive for duty reasons within a CCZ, but are not claiming reimbursement of the CC because of the location of your accommodation, you may reclaim CC under the duty travel regulations. Refunds of CC are claimed via the JPA Expenses Claim system for the actual amount.

See JSP 752 Ch 08 Sect 2.

Scenario 10:

I am going to be permanently assigned to Northern Ireland, are there any particular allowances available to me?

Northern Ireland Resident's Supplement (NIRS) - NIRS compensates for the additional pressures, over and above those allowed for in the X-Factor element of basic pay, and the restrictions placed on Service Personnel and their accompanying families serving on permanent assignment in NI. NIRS is paid via salary.

See JSP 752 Ch 08 Sect 3.

Northern Ireland (NI) Journeys

- This allowance provides assistance with the cost of journeys made by Service Personnel and any accompanying entitled family members when travelling to Great Britain to achieve respite from the pressures and restrictions placed on them in NI, and to reduce separation from family. If you are serving Acc, you, your spouse/ civil partner and child(ren) resident with you in NI are entitled

to 3 return family passages per assignment year; if you are single or UnAcc, you are entitled to 12 return passages per assignment year. The passages are normally made by issuing you with a warrant or Service arranged ticket.

See JSP 752 Ch 08 Sect 1.

Northern Ireland Motor Insurance Refunds (NIMIR) -

The aim of NIMIR is to meet the full cost of any loading on your motor insurance premium that is directly attributable to your permanent assignment to NI. Refunds of premiums are limited to the difference in cost between insuring the same vehicle in central London and insuring it in Northern Ireland. Refunds are claimed via the JPA Expenses Claim system.

See JSP 752 Ch 08 Sect 4.

Scenario 11:

I have received a permanent assignment to a location that is remote or inhospitable, are there any particular allowances I can claim?

Respite Journeys (Remote Locations) (RJ (RL)) - RJ (RL) provides assistance towards the costs of journeys made by Service Personnel and accompanying immediate family in order to achieve respite from designated locations that are deemed remote or inhospitable. Currently, if you are assigned to the Scottish Outer Isles

or locations within the Arctic Circle in Norway, Diego Garcia and the British Forces South Atlantic Islands you are entitled to RJ (RL). RJ (RL) travel will be provided by a warrant or Service arranged ticket. For those in the Scottish Outer Islands Night Subsistence (NS) may also be admissible.

See JSP 752 Ch 09 Sect 2.



Scenario 12:

I am currently based in the UK and going on a new permanent assignment overseas, what are my movement options and which allowances might apply to me at my new location?

If you are permanently assigned to an overseas unit, you (and your immediate family if they accompany you) will be entitled to travel to your new unit, have your personal effects moved at public expense and receive an allowance to assist with the cost of living.

Relocation Provision:

Disturbance Expenses (DE) - see Scenario 8

Movement and Storage of Personal Effects (MSPE) (Overseas Option).

Depending on the location, the options are:

- **Furniture Movement Service (FMS)** - see Scenario 8
- **Self-Pack Service (SPS)** - see Scenario 8
- **Removal Service Overseas (RSO)** - The RSO is available if you are moving to, from or between non-FMS countries. Your PE will be packed, moved and unpacked by the

service contractor. Maximum limits apply. All personnel moving to or from the USA must use this method.

In some circumstances, you may also be able to store your PE at public expense. This applies when on Operational Tours (not maritime deployments), if you are a single non-homeowner assigned to North West Europe (NWE) (defined as Germany, France, Belgium, Denmark, Netherlands and Luxembourg), you have inherited effects and storage of white goods when accommodated in SSFA.

See JSP 752 Ch 12 Sect 4.

Travel Provision:

Travel on assignment to NWE - If you (and your immediate family) are travelling on assignment to NWE you can elect to travel to your new duty station using either Service arrangements e.g. flight/hire car or using your private vehicle. If you do elect to travel by private vehicle you are eligible to a refund of the costs associated with the sea crossing as well as

Motor Mileage Allowance (MMA).
See JSP Ch 06 Sect 7.

Privately Arranged Passage

(PAP) - If you (and your immediate family) are entitled to travel at public expense but, for personal reasons, you wish to travel other than by the recognised flight route (standard commercial flight), you may apply for a PAP. Personal reasons might include wishing to travel by ferry so that you can take a vehicle with you at your own expense. If you wish to reclaim the costs, you must submit an 'Authority and Entitlement Certificate' to your CO at least 6 weeks prior to travel. PAP may not be granted when the official method of travel is by RAF operated or MOD chartered aircraft, or by commercial aircraft on which MOD has block booked seats. Once authorised, you will be limited to reclaim actual travel costs up to the amount that would have been spent on travel for the same entitled journey by the most cost-effective means. PAP is claimed via the JPA Expenses Claim system.

See JSP 752 Ch 06 Sect 6.

Home to Duty Travel (HDT) - see Scenario 8

Get You Home (Overseas) (GYH(O)) - GYH(O) assists you

(and your spouse/civil partner and/or any dependant children accompanying you overseas) with the cost of one return journey to the UK per assignment year from your overseas duty station. Travel must be to a qualifying leave address in the UK e.g. the address of a registered Next of Kin (NOK)/Emergency Contact (EC), a parent/close blood relative, a fiancé(e)/intended civil partner or a privately owned or rented home. Also, if you are a Non-British passport holder, you may use your GYH(O) allowance as a contribution towards the cost of a flight to your country of domicile. GYH(O) expenses are claimed via the JPA Expenses Claim system.

See JSP 752 Ch 09 Sect 11.

Overseas Provision:

Local Overseas Allowance (LOA)

- LOA may be available if you are assigned overseas. It contributes towards the necessary **additional cost** of living when serving overseas. LOA rates differ for each country and, in some instances, within a country. LOA is not usually payable in locations where the DWP is available. Where, however, your permanent assignment station is overseas and you are deployed into a DWP area, you will be eligible to

continue to receive a reduced rate of LOA (the Residual Rate) for your permanent assignment location. Residual rates of LOA is paid when SP are temporarily absent from the LOA location. On the rare occasions where LOA and DWP are both in issue the LOA may be abated to reflect elements of DWP in issue. **See JSP 752 Ch 09 Sect 7.**

Living-Out Rate of LOA - If you are single or serving UnAcc overseas and cannot be fed and accommodated under publicly funded arrangements, you may be able to receive Living-Out rate of LOA. Living-Out Rate of LOA is available to provide you with financial assistance towards the cost of purchasing your food and other authorised incidentals. **See JSP 752 Ch 09 Sect 7.**

Living In Rate of LOA - Is available to unaccompanied SP accommodated and messed in service facilities. SP in P Stat Cat 2 who live in SLA when the child is not with them will receive the Living-In rate. **See JSP 752 Ch 09 Sect 7.**

All types of LOA are paid via salary.

Married Accompanied Service Couples (MASC) - If you are a SP married to another SP or in a civil partnership and assigned to the same LOA area, you will both receive the appropriate Single/Unaccompanied rate of LOA regardless of the type of accommodation you are living in. The SP in PStat Cat 1 will receive the child element for any accompanying children. If you are PStat Cat 1c then you will receive the Accompanied rate of LOA plus the child element for any accompanying children. **See JSP752 Chap 09 Sec 7.**

Overseas Rent Allowance (ORA) - If you are assigned overseas and are living out because no suitable SFA, SLA, SSFA or SSSA is available, you may be eligible for ORA. ORA will reimburse you with the cost of your rent and some of your utilities charges up to an agreed limit. ORA is paid via salary. **See JSP 752 Ch 09 Sect 1.**

Overseas Furniture Provision Scheme (OFPS) - If you necessarily live overseas in unfurnished publicly rented accommodation or foreign government quarters which cannot be furnished through official sources or as part of a rental agreement, your unit may

run an OFPS to provide you with some furniture and furnishings.
See JSP 752 Ch 09 Sect 6.

Overseas Loan Service Allowance (OLSA) - If you are assigned to a Loan Service appointment you will be entitled to OLSA, which is paid via salary. Those in Loan Service appointments face a variety of challenges associated with living and working in Loan Service areas. OLSA countries are placed into OLSA bands. The amount of OLSA can go up and down as local circumstances deteriorate or improve.

See JSP 752 Ch 09 Sect 12 & JSP 468.

Longer Separation Allowance (LSA) - In addition to LSA entitlements for those on temporary duty, if you are assigned overseas and opt to serve voluntarily unaccompanied in a different theatre to your UK family home, you will be entitled to LSA Level 1 from the 1st day of your assignment, and will be paid at Level 1 for the duration of your assignment (LSA paid to those voluntarily separated does not count towards the accumulation of separated service to progress through the LSA level thresholds).
See JSP 752 Ch 10 Sect 1.

Allowances for Attachés, Advisers and Embassy-Based Service Support Staff Overseas

- If you are assigned as an attaché, adviser or embassy/high commission-based support staff overseas, you may be entitled to specific allowances to support you in your role. The allowances are paid via salary.

See JSP 752 Ch 09 Sect 9.

European Union Daily Subsistence Allowance (EU DSA)

- If you are assigned to certain EU Organisations as a Seconded National Expert (Military), you may be eligible for EU DSA to compensate for the absence of the benefits of diplomatic status and the extra cost of living in Brussels. EU DSA is paid in Euros, into your local bank account.

See JSP 752 Ch 09 Sect 10.

Provision of Passports and Visas

- see Scenario 4

Overseas Private Vehicle Provision (OPVP)

- If you are permanently assigned to or from an overseas location and in receipt of permanent rates of LOA, you will be able to get assistance in the form of a capped amount to access a private motor vehicle. The OPVP provision contributes toward

shipping costs, costs associated with selling a vehicle in the UK (or other current location) and buying a replacement vehicle in the new location and the costs of cancelling a long-term lease (or alternative) arrangement in the UK (or other current location) and entering into a new arrangement in the overseas location. The OPVP is not to be used for vehicle purchase.

See JSP 752 Chap 09, Sect 4.

Private Motor Vehicle Provision

- Second Vehicle - If you can demonstrate that you require access to second vehicle, you will be eligible for an uplift to your daily rate of LOA to contribute to the additional running costs

of a second vehicle whether it is purchased at the overseas location, shipped at your own expense or self-drove to a qualifying LOA area.

Respite Provision - If you are in receipt of permanent rates of LOA, you and your immediate accompanying family may receive a contribution towards travel and accommodation costs in order to achieve overnight respite from your permanently assigned overseas duty station,. This contribution is per person per annum and can only be used for travel and/or accommodation costs only; not food.

See JSP 752 Ch 09, Sect 5.



Scenario 13:

I am returning to the UK from an overseas assignment, what are my movement options and which allowances might apply to me?

If you are serving overseas, have been assigned to a new permanent station in the UK, your options are:

Night Subsistence (NS). (See Scenario 2). You are eligible for up to 4 nights NS for yourself only, to allow you to view and select SSFA/SSSA prior to your move back to the UK.

Provision of Passports and Visas - see Scenario 4

Disturbance Expense (DE) - see Scenario 8

Movement and Storage of Personal Effects (MSPE) - see Scenario 8 and 12

Home to Duty Travel (HDT) - see Scenario 8

Scenario 14:

I am currently based in the UK and going on temporary duty in the UK or Overseas, are there any allowances that may apply to me?

Temporary Duty Rate of LOA
- If you are on temporary duty overseas, you may be paid the Temporary Duty rate of LOA. The Temporary Duty Rate of LOA is set at a proportion of the Living-Out rate of LOA and is paid via salary.

See JSP 752 Ch 09 Sect 7.

Exercise Field Conditions Rate of LOA - If you are on temporary duty overseas and Field Conditions have been declared, you may be paid the Exercise Field Conditions rate of LOA. The Exercise/Field Condition rate is set at a proportion of the Living-Out rate. and is paid via salary.
See JSP 752 Ch 09 Sect 7.

Get You Home (Travel) (GYH(T))

- If you are on temporary duty for 10 days or more and able to go home at weekends/other stand down periods, you may be eligible for GYH(T) provided your temporary assignment station is in the same country/theatre as your permanent duty station (see Scenario 8) and you are not in receipt of LSA. GYH(T) is a daily allowance paid via salary.

See JSP 752 Ch 07 Sect 4.

Longer Separation Allowance

(LSA) - If you are involuntarily separated (including being admitted as an in-patient in hospital or a Rehabilitation Centre) from your family home, permanent residence or duty station for a period of 7 consecutive days or more, and are precluded from returning at weekends/stand-down for a period of 24 hours due to the nature or location of your duty, you may be entitled to LSA. In addition, you may also be entitled to LSA if you are serving on a period of temporary duty of 24 hours or more to a location where Field Conditions

for both Food and Single Living Accommodation has been declared, in which case the requirement to complete 7 consecutive days' separation is waived and LSA is payable from the 1st day of qualifying separation. LSA is paid via salary.

See JSP 752 Ch 10 Sect 1.

Travel for Operational Stand-Down (TOSD)

- If you are on a temporary deployment on a UK-based operation, you may be awarded TOSD. TOSD is designed to provide Service Personnel with publicly funded transport to their permanent duty station, Base Port or exceptionally to their normal UK leave address, when formally stood down during temporary deployments on UK-based operations assisting the UK civil authorities. TOSD may be declared by the Standing Joint Commander (UK) who will also determine who may be stood down, for how long and how often. Where there is an entitlement to reclaim any expenses, they are claimed via the JPA Expenses Claim system.

See JSP 752 Ch 06 Sect 2.

Scenario 15:

I am assigned to a seagoing unit, which particular allowances might apply to me?

Longer Separation Allowance (LSA) - In addition to LSA entitlements for those on temporary duty (see Scenario 14), if you are assigned to one of HM Ships, submarines or a ship of the Royal Fleet Auxiliary, you may be entitled to receive LSA from the 1st day of qualifying separation when: you are at sea, alongside in UK ports other than a ship's Base Port for periods not exceeding 14 days, at anchor or a buoy in UK waters, alongside in ports outside the UK theatre or if you are a member of a submarine nuclear propulsion watch in sea watches alongside, including in Base Port. LSA is paid via salary.

See JSP 752 Ch 10 Sect 1.

Get You Home (Seagoers) (GYH(S)) - If you are permanently assigned to one of HM Ships, Submarines or an RFA ship, or if you are temporarily assigned for a period of 36 consecutive days or more, you are eligible to accumulate GYH(S) journeys. You may accumulate a maximum

of 10 GYH(S) journeys per leave year (one for every 36 days' service at sea) and each one entitles you to a return journey from a UK port to a nominated address when the opportunity arises. GYH(S) journeys will either be delivered by warrant, or MMA. MMA should be claimed via the JPA Expenses Claim system.

See JSP 752 Ch 07 Sect 2.

Get You Home (Seagoers) (GYH(S)) Additional Journeys

- If your ship is located at a UK port, other than her Base Port (e.g. for a refit), for a period of 36 days or more, you may be eligible for GYH(S) Additional Journeys. Your entitlement will be one additional journey for each period of 36 days spent at the displaced port, in addition to the regular provision of GYH(S) journeys. GYH(S) Additional Journeys may be used for return journeys from the displaced port to the Base Port, or to a qualifying UK address if that journey is shorter. GYH(S) Additional Journeys will

either be delivered by warrant, or MMA. MMA should be claimed via the JPA Expenses Claim system.

See JSP 752 Ch 07 Sect 2.

Unpleasant Living Allowance

(Sea) (ULA(S)) - If you live on board certain RN ships and submarines, where living conditions when alongside fall below a minimum standard assessed against Fleet Accommodation Standards, you may be eligible for ULA(S). ULA(S) recognises that personnel serving in seagoing ships, unlike submarine personnel, have no entitlement to SLA ashore when their ship is alongside in the UK and that their permanent living accommodation in Base Port is normally on board the ship. You may be eligible for ULA(S) if you normally occupy a cabin with 3 berths or more (irrespective of the number of actual occupants) overnight alongside in the UK and you are not receiving LSA. ULA is paid via salary.

See JSP 752 Ch 16 Sect 2.

Seagoing Local Overseas

Allowance (SLOA) -If you are granted shore leave from your ship in an overseas country you may be entitled to SLOA

which contributes towards the necessary additional cost of day-to-day living in the overseas country. The amount of SLOA is dependent on the country where shore leave is granted and is paid via salary (SLOA is not payable when in receipt of DWP).

See JSP 752 Ch 09 Sect 8.

Families Assistance for

Visits Abroad (FAVA) - If you are deployed overseas unaccompanied or on board a seagoing unit outside UK waters continuously for 182 days or more, your spouse/ civil partner and/or dependant children may be able to visit you during a leave period in an overseas country. In such an instance, the FAVA Scheme consists of 2 elements:

- It provides an allowance towards the cost of food and accommodation for your visitors, which is claimed via the JPA Expenses Claim system.
- It makes available an advance of pay to assist you with the cost of a single or return flight for them. The advance of pay is a short-term loan which will be recovered from your salary in up to 12 monthly

instalments. FAVA is not available for personnel who are eligible for GYH(O).

See JSP 752 Ch 11 Sect 1.

Passports and Visas - see Scenario 4

Council Tax Relief (CTR) - You will be able to claim CTR in the following instances:

- If you are permanently assigned or detached for a continuous period of 90 days or more to Royal Navy Ships or Submarines (SLQUs) operating outside UK territorial waters and in receipt of the Deployed Welfare Package.
- If you are permanently assigned to a Forward

Deployed Unit (SLQU) which is operating a three watch manning profile, outside UK territorial waters, and in receipt of the Deployed Welfare Package and are deployed for a minimum of 183 days in any 365 day period.

See JSP 752 Chapter 11 Sect 3 for further conditions.

Mine Countermeasures Vessels (MCMV) Environmental Allowance (MEA) - This allowance is to compensate for poorer quality of working and living conditions in MCMVs compared to the rest of the Surface Fleet, and not ordinarily compensated by the X-factor.
See JSP 752 Ch 16 Sect 3.



Scenario 16:

I am assigned to an Overseas Operational (Ops) Location, which particular allowances might apply to me?

Unpleasant Work Allowance (UWA) - If the nature of your job means that you are going to operate in conditions involving an exceptional degree of discomfort or fatigue, or you will be exposed to noxious substance, which is not compensated for by the x-factor, and/or are undertaking other activities that are of an objectionable, or harrowing nature, you may be eligible to claim UWA. UWA has 3 levels and the level you are paid will be dependent on the task undertaken.

See JSP 752 Ch 16 Sect 1.

Operational Allowance (OA)
- You may be entitled to OA if you are operating in a Specified Operational Location (SOL) where there is a significant increase in the nature of the danger that you may face. The areas are specified and published at least every 6 months. The allowance is paid daily based on the number of days in the qualifying location, and as a lump sum at the end of your time in the qualifying area. Payments are made via salary.

See JSP 752 Ch 11 Sect 4.



Scenario 17:

I want continuity of education for my children due to my family mobility, what are my options?

Continuity of Education

Allowance (Guardians) - If you elect to place your child(ren) in the care of a guardian so that they may attend a particular day school continuously while you are assigned elsewhere, you may be eligible for CEA(Guardians). This contributes towards some of the additional costs of your child living away from your family home such as postage, telephone calls and stationery. The allowance is not intended to cover school fees. CEA(Guardians) is paid monthly in arrears via salary.

See JSP 752 Ch 14 Sect 5.

Continuity of Education

Allowance (Day) (CEA(Day))

- If you are reassigned close to the school where your child(ren) are already boarding, they may become day pupils at the same school. This applies if you have received CEA for at least 3 consecutive academic terms for that child at that school.

Payment of CEA(Day) in these

circumstances is instead of CEA. CEA(Day) must be applied for each term and is paid via salary.

See JSP 752 Ch 14 Sect 3.

Continuity of Education

Allowance (CEA(Board)) - CEA

is an allowance that is aimed to assist you to achieve continuity of education for your children that would otherwise be denied if they were to change schools every time that you are assigned. This allowance is usually payable for a child at any stage of their education from the start of the academic year in which they will be 8 until the end of a stage of education during which they reach their 18th birthday. With some exceptions, you must be accompanied by your family at your duty station as family mobility is one of the main conditions of your entitlement to receive CEA. CEA must be applied for each term and is paid via salary.

See JSP 752 Ch 14 Sect 1.

School Children's Visits

(SCVs) - These visits contribute towards the cost of reuniting your child(ren) with you at your permanent duty station during some school holidays. You will be required to make a Parental Contribution (PC) of 100 miles at the MMA rate towards each single journey (i.e. a total of 200 miles per return visit). When assigned in the UK, a SP whose children are under the age of 19 and attending a school in the UK, is eligible to 3 return (6 single) journeys per academic year. When assigned overseas, a SP whose children are under the age of 19 and attending a school in

the UK, is eligible for 6 return (12 single) journeys per academic year, reducing to 3 return SCV per academic year for children between the ages of 19 and 23. These children must be attending a full time nationally accredited establishment in pursuit of a nationally accredited qualification, and for children at university (this entitlement only applies to those studying for a first degree). You do not have to be a CEA claimant to receive SCVs.

See JSP 752 Ch 10 Sect 2.

SCVs are claimed via the JPA Expenses Claim system.

Scenario 18:

I have a child with Special Educational Needs for whom I receive CEA, is there any additional assistance?

CEA (Special Educational Needs Addition) (CEA(SEN))

- If your child(ren), for whom you claim CEA(Board) or CEA(Day) have Special Educational Needs (SEN) you may claim SENA. This assists with the costs of their additional tuition for subjects identified on their Certificate

of SEN. SENA is paid up to a maximum rate. All claims for SENA must be supported by a certificate issued by CEAS. CEA(SEN) and CEA(SEN(Day)) must be applied for each term and are paid via salary.

See JSP 752 Ch 14 Sect 2 & Ch 14 Sect 4.

Scenario 19:

I wish to submit my notice to leave the Services, is there anything I need to know beforehand?

Long Service Advance of Pay (LSAP) - If you have received LSAP, you will not normally be granted early release or be allowed to give your notice to leave, unless the advance has been repaid in full or you have made acceptable arrangements to repay the advance in full from any gratuity you may be eligible to receive.

See JSP 752 Ch 05 Sect 7.

Forces Help To Buy (FHTB) Scheme - If you have received a loan under the FHTB Scheme, you will not normally be granted early release or be allowed to give your notice to leave, unless the advance has been repaid in full or you have made acceptable arrangements to repay the advance in full from any gratuity you may be eligible to receive.

See JSP 464 Ch 12,Part 1.

Scenario 20:

I am going into hospital, are there any allowances that I may be entitled to?

Longer Separation Allowance (LSA) - You may be entitled to Longer Separation Allowance (LSA) if you are admitted to hospital or a Rehabilitation Centre for a consecutive period of 7 days or more (see Scenario 14).

Incidental Expenses (IE) - see Scenario 6

Scenario 21:

I am going into detention at the Military Corrective Training Centre (MCTC), what effect will this have on my allowances?

Continuity of Education

Allowance (CEA) - Pay and most allowances cease if you are committed to MCTC. However, if you are a Service parent and are in receipt of CEA and other associated allowances in respect of your child(ren) (see Scenario 17) at the time of your committal to MCTC, these may be reviewed; and if you are subsequently discharged, the final payment of CEA will be for the academic term during which the claimant completes their last day of service.

See JSP 752 Ch 14 Sect 1.

If you are detained in MCTC you may be eligible for:

Detainees Under Sentence Reimbursement Allowance

(DUSRA) - DUSRA is paid to enable the purchase of toiletries and other clearly defined items. See JSP 752 Ch 17 Sect 8. Families' Travel - If you are committed to MCTC to serve a sentence of 3 months or more, your spouse, civil partner or

a close relative (usually NOK/EC) resident in the UK may be eligible to visit you 4 weeks after committal and monthly thereafter at public expense. When a sentence is confirmed at 3 months or less, one visit only at public expense during the period of sentence may be permitted. Families are usually issued with rail warrants for these journeys.

See JSP 752 Ch 06 Sect 3.

Discharge Grant for Service Personnel Under Sentence

- Should you be discharged from MCTC into the civilian community, you may be eligible for a Discharge Grant to ensure you have sufficient funds to meet your immediate needs. The grant, which is paid in cash by MCTC, is in line with Home Office Guidelines and it replaces Income Support, which would otherwise be claimed from the Department for Work and Pensions (DWP). This is a one-off grant which may be enhanced depending on accommodation needs.

See JSP 752 Ch 17 Sect 5.

Scenario 22:

I have just joined Phase 1 training, which allowances may I claim?

Get You Home (Early Years)

(GYH(EY)) - The aim of GYH(EY) is to help you to maintain links with your family and home area in the UK while you adjust to Service life. The allowance is 4 return journeys each year from your duty station or RWA to a UK qualifying address. A qualifying address may be that of a registered NOK/EC, a close blood relative, a fiancé(e)/intended civil partner or long standing friend, your private home or your child's boarding school. For those under

18 your entitlement starts from your first day of paid recruit/ initial officer training until your 18th birthday, or completion of Phase 1 training whichever is later. For those over 18 your entitlement will start from your first day of paid recruit/initial officer training until your completion of Phase 1 training. GYH(EY) journeys will either be delivered via rail warrant, or you should claim MMA via the JPA Expenses Claim system.

See JSP 752 Ch 07 Sect 1.

Scenario 23:

What clothing/uniform provisions are available?

Uniform Provision and Grants for Officers

- Uniform provision and grants for officers are designed to equip officers with items of clothing required for their duties. On commissioning, uniform grants are available to you to enable you to purchase, and have tailored, prescribed items of uniform from Service and non-Service sources. Grants are payable on initial commissioning, on re-joining

after a minimum specified break in service, on promotion or on appointment to specific types of duty that require additional uniforms or accoutrements. If you are assigned or detached to certain designated overseas locations, you are entitled to an issue of Warm Weather clothing or a grant. To cover the costs of uniform upkeep, Regular Officers receive income tax-relief which is provided automatically via salary,

and Reserve Officers receive an annual Uniform Upkeep Grant (UUG), which is paid via salary.
See JSP 752 Ch 15 Sect 3.

SNCO Mess Dress Uniform Provision (Army Only) - The aim of SNCO Mess Dress Uniform Provision is to equip newly-promoted Sgts with a Mess Dress uniform that is required to be worn as a member of the WO/SNCOs' Mess. All JNCOs promoted to acting paid or substantive Sgt rank (including Army Lance Corporals of Horse and Lance Sergeants, and attached arms serving with Household Division Units who are promoted to Lance Corporal of Horse or Lance Sergeant), on production of valid receipts, receive a one-off financial contribution towards the purchase and upkeep of Mess Dress Uniform obtained from non-Service source. Claims should be submitted via the JPA Expenses Claim system.
See JSP 752 Ch 15 Sect 4.

Civilian Clothing Daily Allowance (CCDA) and Civilian Clothing Annual Grant (CCAG) for Non-Commissioned Personnel - If you are non-commissioned and required to wear your own civilian clothes on duty, you may be eligible

for CCDA or CCAG. You will be eligible for CCDA if the period during which you are expected to wear civilian clothes is less than 12 months, or if you do not wear civilian clothes at all times on duty. CCDA will be paid once you have worn civilian clothing on duty for 60 days in a 12 month period. If you are expected to wear civilian clothes on duty at all times during the period of a permanent assignment you will be eligible for CCAG, which is payable at the start of each assignment year in which civilian clothes are expected to be worn. Both allowances are paid via salary.
See JSP 752 Ch 15 Sect 2.

Climatic Clothing Grant for Hot Posts (CCG(HP)) - If you are non-commissioned and are required to wear civilian clothing when working in certain hot countries overseas, you may receive a grant to assist with the purchase of suitable clothing. You must be assigned for a minimum period of 2 months to qualify. CCG(HP) is paid via salary.
See JSP 752 Ch 15 Sect 1.

Scenario 24:

I am approaching my final assignment, what can I claim?

Final Tour of Duty (FTOD)

Provision - If, for the final tour of duty of your commission or engagement, you are not in the geographical area in which you have formally expressed a preference to serve, you may be entitled to assistance with the

costs of settling at a Selected Place of Residence (SPR) in the UK. You will be eligible to claim DE and movement of PE (see Scenario 8) to the SPR in the UK at any time during your final tour of duty subject to certain criteria. **See JSP 752 Ch 12 Sect 5.**



Scenario 25:

I am being assigned to a FAM pilot site and wish to purchase a property for the first time, is there anything that can assist me?

Refund of Legal Expenses (New Buyer) is to contribute towards the legal and associated expenses you incur when you purchase a house for the first time which then becomes your

RWA at your new duty station. The property must be within 50 miles of the duty station or, if over 50 miles, within 90 minutes' travelling time by public transport. **See JSP 752 Ch 12 Sect 3.**

Scenario 26:

I am in a Long Term Relationship and being assigned to a FAM pilot site. Can you let me know what allowances I may be entitled to?

As you are in a recognised Long Term Relationship (LTR) you will be deemed as accompanied for a number of allowances when you maintain a home with your registered Long Term Partner and any dependent children, as long

as you travel daily to work to your duty station. You can see your movement options at Scenario 8 and family travel at Scenario 7. As FAM sites are still in the pilot phase you must seek advice from your unit HR staff.

Scenario 27:

I have agreed a Remote Working Arrangement with my Chain of Command. What do I need to know, and which allowances have changed?

Remote Working - A non-statutory arrangement recorded on JPA which allows you to carry out your work from an Alternative Working Address (AWA) which could be either public or private accommodation or from a MOD location other than your assigned place of duty. You must ensure you remain fully compliant with the regulations for allowances you claim when you choose to work remotely. Policy for RW is contained in JSP 750 - Centrally Determined Terms of Service.
See JSP 752 Ch 02 Sect 1.

Alternative Work Address - This is the address you either reside in or attend while undertaking a Remote working arrangement. This address must be recorded on JPA.
See JSP 752 Ch 02 Sect 1.

Some changes have been made to some allowances if you choose to undertake remote working. Below are a few but see JSP752 for more changes:

Motor Mileage Allowance - The process of using your private vehicle for duty travel has been simplified if you have a completed and authorised FMT1000.
See JSP 752 Ch 06 Sect 4.

Home to Duty Travel (HDT) - The mileage limit on HDT claims have been removed. Also, see Scenario 8.
See JSP 752 Ch 07 Sect 3

Subsistence - If you are assigned to a temporary duty location, you may claim Night Subsistence (NS) for up to 30 consecutive nights when working remotely from a qualifying location. However, you may not claim day and night subsistence if you commute between your AWA and your duty station.
See JSP 752 Ch 05 Sect 1.

Food and Incidental Allowance (FIA) - You may claim FIA if you work remotely from qualifying address. If you opt to work remotely from SSSA, you should ensure that you spend a minimum



of 4 nights per week at this address. (See Scenario 8).
See MoD Accommodation Policy for more information on the 4-night rule and also JSP 752 Ch 05 Sect 5.

Disturbance Expense - You may claim DE if you make a qualifying move to or from an alternative work address on permanent assignment, or as part of a mid-assignment move when ordered to in writing.
See JSP 752 Ch 12 Sect 1.

Get You Home Overseas - If you work remotely in an overseas assignment location, you will retain eligibility for GYH(O). However, should you choose to work remotely outside of your assignment location, entitlement to GYH(O) will cease.
See JSP 752 Ch 09 Sect 11.

Definitions and abbreviations used in this guide

There are many definitions and abbreviations used throughout this booklet - each one of which is explained in full the first time it is used.

Accompanied (Acc)

When a Service person maintains a home in which their spouse/ civil partner and any dependant children normally live and from where the Service person travels daily to work at their duty station.

Assignment

There are 2 types of assignment:

- **Permanent Assignment** - Any period of duty at a unit that is anticipated from the beginning to be 183 days or longer.
- **Temporary Assignment** - A period of duty away from the permanent duty unit of 182 days or less.

Alternative Work Address

The address you either reside in or attend while undertaking a Remote working arrangement.

Civil Partnership

A legally registered partnership, with someone of the same sex, under the Civil Partnership Act 2004.

Deployment Welfare Package

The Deployment Welfare Package is not an allowance. It is part of the overall Deployment welfare support that the MOD provides both its military and civilian personnel in certain operational theatres to safeguard their psychological and physiological well-being, set against, and consistent with, the deployment environment and the availability of resources. The DWP seeks to provide, but is not limited to, in order of priority and where practical and appropriate:

- Telephony and Internet; and Physical Training facilities.
- Postal Courier Services; TV and radio and Pastoral Support.
- Retail & Communal Recreational facilities.
- Live Entertainment; the provision is to recognise that welfare supports operational capability.

Family Home

The residence in which a Service person who is either married or in a civil partnership would normally reside with their family, except when unable to do so for Service reasons. Where a family has more than one home, the family home is normally deemed to be the one where the spouse/ civil partner, and children (where applicable), spend the majority of their time.

Forces Fixed Rate of Exchange

General Accounting Rate (GAR) is used for pay-related matters to calculate currency equivalents of Sterling allowances and entitlements that are paid in local currency.

North West Europe (NWE)

In this guide, NWE comprises Germany, France, Belgium, Denmark, Netherlands and Luxembourg for the movement and storage of PE, and excludes Luxembourg for provision of travel on permanent assignment overseas.

Personal Status Category (PStat Cat)

All SP are placed in a PStat Cats which are used to categorise a Service Person's Status to determine their eligibility for benefits, and to ensure that Expenses, Allowances and Charges are properly applied.

There are 5 PStat Cats in total which identify whether a Service person is married or in a Civil Partnership and living with their spouse (or would be but for the exigencies of the Services), have parental responsibilities, are financially responsible for spouse, former spouse, civil partner, former civil partner or any dependent child either through (a) a voluntary arrangement or (b) by a Court Order, and all other members of the Services. **See JSP 752 Ch 2 Sect 2.**

Privately Maintained Property

A Service person's wholly or partially owned property or a rented property for which they are the signatory on the tenancy agreement and where they would normally reside during weekends, leave and stand-down periods and where they have full or partial responsibility for the Council Tax. A privately maintained property may not be let and must not be the family home or the Residence at Work Address.

Remote Working

A non-statutory arrangement that allows you to carry out your work from an Alternative Working Address (AWA) or from a MOD location that is not your assigned place of duty.

Residence at Work Address (RWA)

This is a residence occupied by a Service person, either with or without their immediate family, from which they commute to their place of duty daily. This will normally be within 50 miles (or 90 minutes when travelling by public transport) of the duty station. A RWA may be a private address, Service Family Accommodation (SFA), a Service Mess/Barracks or substitute Service Accommodation.

Selected Place of Residence (SPR)

A private residence other than an RWA. Unless otherwise defined in a specific section of JSP 752, a SPR may be in any country.

Service Family Accommodation (SFA)

Any type of accommodation, whether permanent or temporary, owned, leased or provided by, or on behalf of, the MOD for the authorised use of Service families, including civil partners.

Single Living Accommodation (SLA)

Any type of accommodation, whether permanent or temporary,

owned, leased or provided by, or on behalf of, the MOD for the authorised use of single and unaccompanied (UnAcc) Service Personnel. This includes Mess or Barrack accommodation.

Substitute Service Families Accommodation (SSFA)

Any type of accommodation, whether permanent or temporary, owned, leased or provided by, or on behalf of the MOD for the authorised use of Service families, including civil partners, where SFA is either not available or is unsuitable.

Substitute Service Single Accommodation (SSSA)

Any type of accommodation, whether permanent or temporary, owned, leased or provided by, or on behalf of, the MOD for the authorised use of single or UnAcc Service Personnel where Mess or Barrack accommodation is either not available or is unsuitable.

Unaccompanied (UnAcc)

When a Service person, who would normally reside with their spouse/civil partner, lives in a RWA other than that in which their spouse/civil partner and/or dependant children are living.

Allowances by type

There are various categories of Expenses, Allowances and Provisions which are further subdivided to provide clarity on specific circumstances.

FOOD AND ACCOMODATION

Pages

Expenses:

Day Subsistence (DS)	12
Night Subsistence (NS)	13
Private Arrangements Rate (PAR)	13

Allowances:

Meals Out Expenses (MOE)	14
Food and Incidentals Allowance (FIA)	14

Provisions:

Forces Help To Buy (FHTB)	36
Long Service Advance of Pay (LSAP)	36

OFFICIAL TRAVEL

Expenses:

Travel for Operational Stand-Down (TOSD)	29
Service Families' Travel	17

Allowances:

Motor Mileage Allowance (MMA)	42
Privately Arranged Passage (PAP)	24

Provisions:

Duty Travel	16
Travel on Assignment to North West Europe (NWE)	23

COMMUTING

Expenses:

Get You Home (Early Years) (GYH(EY))	38
Get You Home (Seagoers) (GYH(S))	30
Get You Home (Seagoers) Additional Journeys	30

Allowances:

Home to Duty Travel (HDT) (Public) and (Private)	19
Get You Home Travel (GYH Travel)	19

UK SERVICE

Expenses:

Northern Ireland Journeys (NI Journeys)	21
Reimbursement of Congestion Charges (CC)	20

Allowances:

Northern Ireland Resident's Supplement (NIRS)	21
Northern Ireland Motor Insurance Refunds (NIMIR)	21
Recruitment and Retention Allowance (London) (RRA(L))	20

OVERSEAS SERVICE

Expenses:

Overseas Rent Allowance (ORA)	25
Respite Journeys (Remote Locations) (RJ(RL))	22
Refund of Foreign Currency Exchange Costs	15

Allowances:

Overseas Furniture Provision Scheme (OFPS)	25
Local Overseas Allowance (LOA)	24
Living In Rate of LOA	25
Living Out Rate of LOA	25
Seagoing Local Overseas Allowance (SLOA)	31
Exercise Field Conditions Rate of Local Overseas Allowance	28
Temporary Duty Rate of Local Overseas Allowance	28

Allowances for Attachés, Advisers and Embassy-Based Service Support Staff Overseas	26
European Union Day Subsistence Allowance (EU DSA)	26
Get You Home (Overseas) (GYH(O))	24
Overseas Loan Service Allowance (OLSA)	26
Passports and Visas	15
Forces Fixed Rate of Exchange	45
Overseas Private Vehicle Provision	26
Respite Provision	27

SEPERATION

Allowances:

School Children's Visits (SCV)	35
Longer Separation Allowance (LSA)	26

DEPLOYMENT

Expenses:

Families Assistance for Visits Abroad (FAVA)	31
Concessionary Travel For Immediate Families (CTF)	17

Allowances:

Operational Allowance (OA)	33
----------------------------	----

RELOCATION

Allowances:

Disturbance Expense (DE)	18
Refund of Legal Expenses (RLE)	19

Provisions:

Movement and Storage of Personal Effects (UK options)	18
Movement and Storage of Personal Effects (Overseas option)	23
Final Tour of Duty Provision (FTOD)	40
UK Private Arrangements Self Help Scheme (UKPASH)	18

SERVICE CHILDREN'S EDUCATION

Allowances:

Continuity of Education Allowance (Guardians) (CEA(Guardians))	34
Continuity of Education Allowance (Day) (CEA(Day))	34
Continuity of Education Allowance (Boarding) (CEA(Board))	34
Continuity of Education Allowance (Special Educational Needs Addition) (CEA(SENA))	35
Continuity of Education Allowance (Special Educational Needs Addition (Day)) (CEA(SENA(Day)))	35

CLOTHING

Allowances:

Climatic Clothing Grant for Hot Posts (CCG(HP))	39
Civilian Clothing Daily Allowance and Civilian Clothing Annual Grant for Non-Commissioned Personnel (CCDA and CCAG)	39
Uniform Provision and Grants for Officers	38

ENVIRONMENTAL

Allowances:

Mine Countermeasures Vessels Environmental Allowance (MCMV) MEA	32
Unpleasant Living Allowance (ULA)	31
Unpleasant Work Allowance (UWA)	33

MISCELLANEOUS

Allowances:

Detainees Under Sentence Reimbursement Allowance (DUSRA)	37
Discharge Grant for Service Personnel Under Sentence	37
Remote Working Arrangements	42
Alternative Work Address	42

