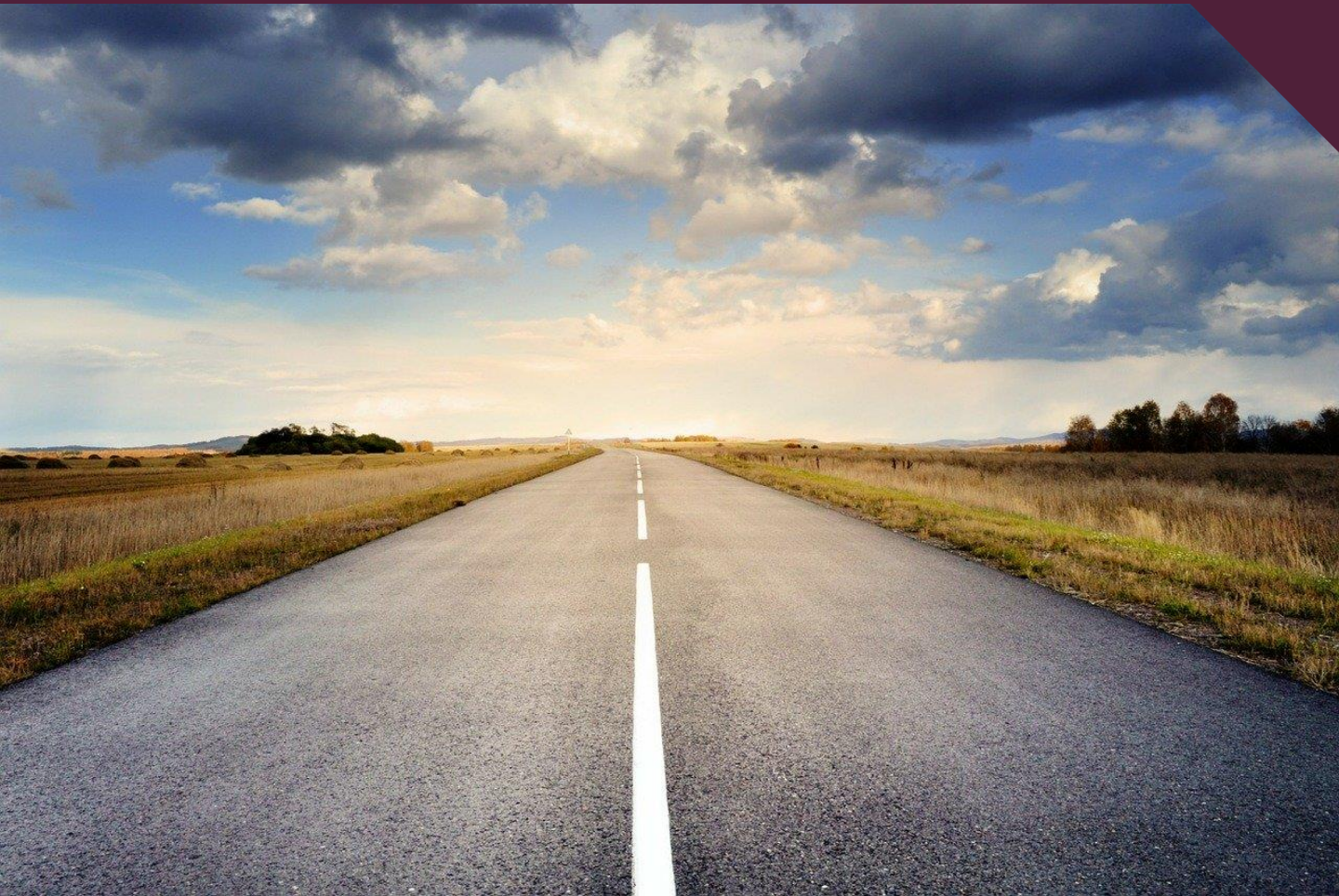




European
Joint
Support Unit

Travel – EJSU Travel Cell

EJSU





What We Do

The EJSU Travel Cell book travel relating to national business. The Travel Cell is located at EJSU HQ (SHAPE) however provides travel support for the entire AOR (Europe and Turkey).

NATO Travel

Travel relating to your NATO role does not come through the EJSU Travel Cell. If you are travelling on NATO business, your Chain of Command will be able to advise how you book this.

What is National Business?

‘National business’ is support-related business that the UK remains responsible for whilst employed in your NATO role. Examples include:

- Career courses
- Medical travel back to the UK
- DV interviews
- Resettlement activities
- Assignment moves (departing)

The EJSU Travel Cell is also responsible for booking SCV Flights and Eurostar journeys.

Your assignment travel into the EJSU AOR should be booked by your losing unit.

Arrivals Checks

You should ensure your HRG/GBT profile is working and up-to-date when you arrive. We will need this to book your national business travel. You may also need it to book your NATO travel.

HRG/GBT can be accessed by following this link:

<https://uk.hrgsuite.com/dtd/Logon?returnurl=%2fdtd>

Once logged in, updating your profile is easy – click the ‘Person’ icon at the top right and then click ‘Manage Profile’. Make sure your personal and contact details are up-to-date and amend as necessary.

To ensure others can book on your behalf, navigate to ‘Authorised arrangers’ and type DT Travel Cell into the ‘Arranger group name’ field. Click select – this is now complete.

The EJSU Travel Cell cannot reset or amend your profile for you. If you have any problems or queries relating to your profile, you should contact the HRG/GBT online support team 0044 207 949 4812.



How to book travel

For the Travel Cell to book any travel requirements, you need to complete an Annex D in full ensuring the authorisation section has been completed.

You then need to submit the application to the group mailbox EJSU-J1-Travel-Mailbox@mod.gov.uk along with your supporting documents e.g. JI, Assignment order, Medical authority etc...

Once the travel cell has received the application we will process and book the required travel in the most direct and economical route. We will then return the authorised Annex D with the confirmed bookings with a serial number which can then be used to support your JPA claims.

How to book SCV (Flight and Eurostar)

For SCV journeys for your child to and from boarding school using flights or Eurostar you need to apply on JPA for the SCV journey number, then you will need to complete the SCV Form in full and submit to the group mailbox EJSU-J1-Travel-Mailbox@mod.gov.uk no later than 4 weeks before departure. If you have any concerns with the SCV request on JPA please liaise with your NSE.

Once the travel cell has received your requested travel, we will verify the JPA number with the NSE and then process your preferred travel requirements.

The travel cell will then return the confirmed booking confirmations to you.

Contact Us

Group mailbox: EJSU-J1-Travel-Mailbox@mod.gov.uk

Location: Room 111, Building 306 (Ground floor) EJSU, SHAPE