Apply for Respite Journey

Do NOT keep printed copies of this guide - it is subject to frequent update.

Scope

This instruction covers the process for a Service Person (SP) applying for authority to undertake a respite journey. If you are looking to claim for costs for respite journey that you have undertaken, please go to SSUG **IN906075** - **Claim for Overseas Respite**.

Distribution

JPA Self Service User.

Unit HR Administrator.

Ownership

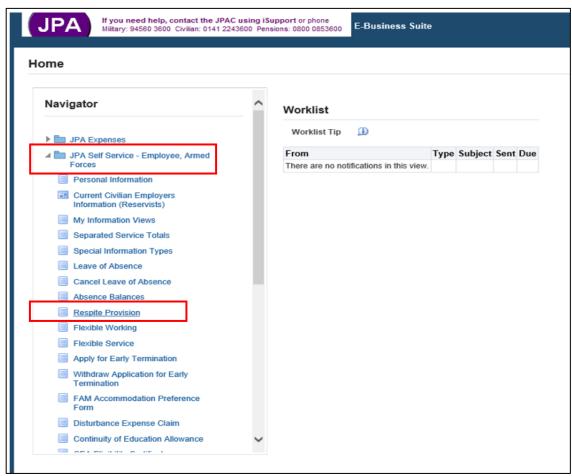
The JPA Process Lead for Allowances <u>DBSMilPers-FutDev-Pay-Allces</u> is responsible for ensuring this document is necessary, reflects actual practice, and supports corporate policy.

Policy

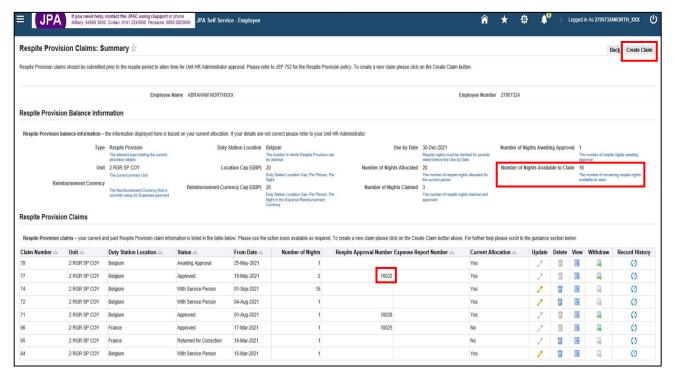
JSP752, Ch 9, Sect 5.

JPA Self Service User

- 1. Logon to JPA.
- 2. Select JPA Self Service Employee, Armed Forces
- 3. Select Respite Provision

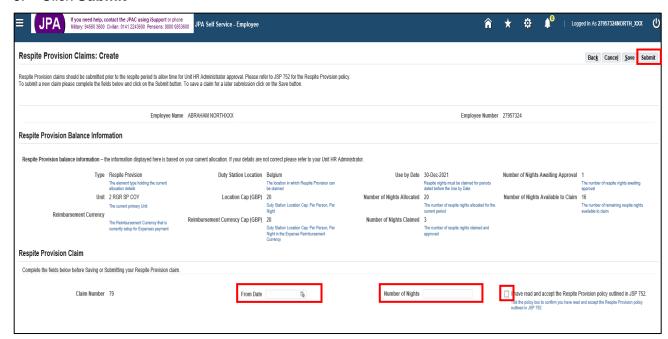


- The Respite Provision Claims: Summary will be displayed. Confirm you have sufficient nights available to claim for your intended journey.
- The screen will also provide details of claims in progress and their current status. Note: only approved claims will a Respite Approval Number. Further guidance for each field is detailed at the bottom of the screen.
- 4. Click on Create Claim

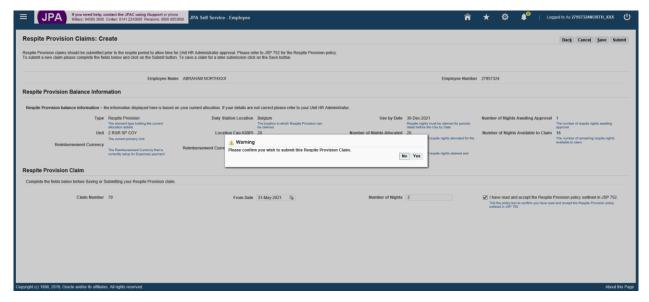


The Respite Provision Claims: Create screen will appear.

- 5. Complete the From Date, Number of Nights and click to confirm policy acceptance.
- Click Submit

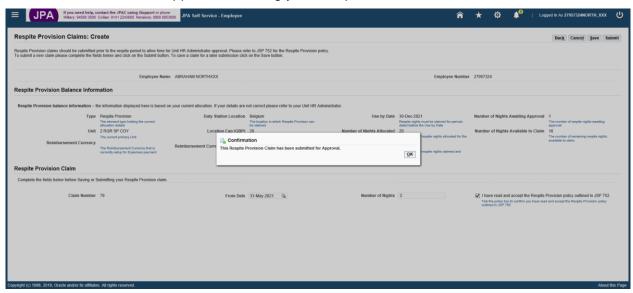


A warning screen will ask you to confirm you want to submit the Respite Provision Claim.



7. If content, click Yes.

A confirmation box will appear confirming your Respite Provision Claim has been submitted.



End of activity.