

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 [DBSMilPers-FutDev-Pay-Allces](#) 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 screenshot displays the JPA Self Service User interface. At the top, there is a header with the JPA logo and contact information: "If you need help, contact the JPAC using iSupport or phone Military: 94560 3600 Civilian: 0141 2243600 Pensions: 0800 0853600". The main content area is titled "Home" and features a "Navigator" on the left and a "Worklist" on the right. The "Navigator" menu includes several options, with "JPA Self Service - Employee, Armed Forces" and "Respite Provision" highlighted with red boxes. The "Worklist" section shows a "Worklist Tip" icon and a table with columns "From", "Type", "Subject", "Sent", and "Due". The table content indicates "There are no notifications in this view."

- 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**.

6. Click **Submit**

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

JPA Self Service - Employee | Logged In As 27957324NORTH_XXX

Respite Provision Claims: Create

Respite Provision claims should be submitted prior to the respite period to allow time for Unit HR Administrator approval. Please refer to JSP 752 for the Respite Provision policy. To submit a new claim please complete the fields below and click on the Submit button. To save a claim for a later submission click on the Save button.

Employee Name: ABRAHAM NORTHXXX | Employee Number: 27957324

Respite Provision Balance Information

Respite Provision balance information – the information displayed here is based on your current allocation. If your details are not correct please refer to your Unit HR Administrator.

Type	Respite Provision <small>The element type holding the current allocation details</small>	Duty Station Location	Belgium <small>The location in which Respite Provision can be claimed</small>	Use by Date	30-Dec-2021 <small>Respite rights must be claimed for periods dated before the Use by Date</small>	Number of Nights Awaiting Approval	1 <small>The number of respite rights awaiting approval</small>
Unit	2 RGR SP COY <small>The current primary Unit</small>	Location Cap (GBP)	20	Number of Nights Allocated	20 <small>Respite rights allocated for the</small>	Number of Nights Available to Claim	16 <small>The number of remaining respite rights available to claim</small>
Reimbursement Currency	<small>The Reimbursement Currency that is currently setup for Expenses payment</small>	Reimbursement Curr					

Warning
Please confirm you wish to submit this Respite Provision Claim.

Respite Provision Claim

Complete the fields below before Saving or Submitting your Respite Provision claim.

Claim Number: 79 | From Date: 31-May-2021 | Number of Nights: 2

I have read and accept the Respite Provision policy outlined in JSP 752.
Tick the policy box to confirm you have read and accept the Respite Provision policy outlined in JSP 752

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7. If content, click **Yes**.

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

JPA Self Service - Employee | Logged In As 27957324NORTH_XXX

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Confirmation
This Respite Provision Claim has been submitted for Approval.

Respite Provision Claim

Complete the fields below before Saving or Submitting your Respite Provision claim.

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End of activity.