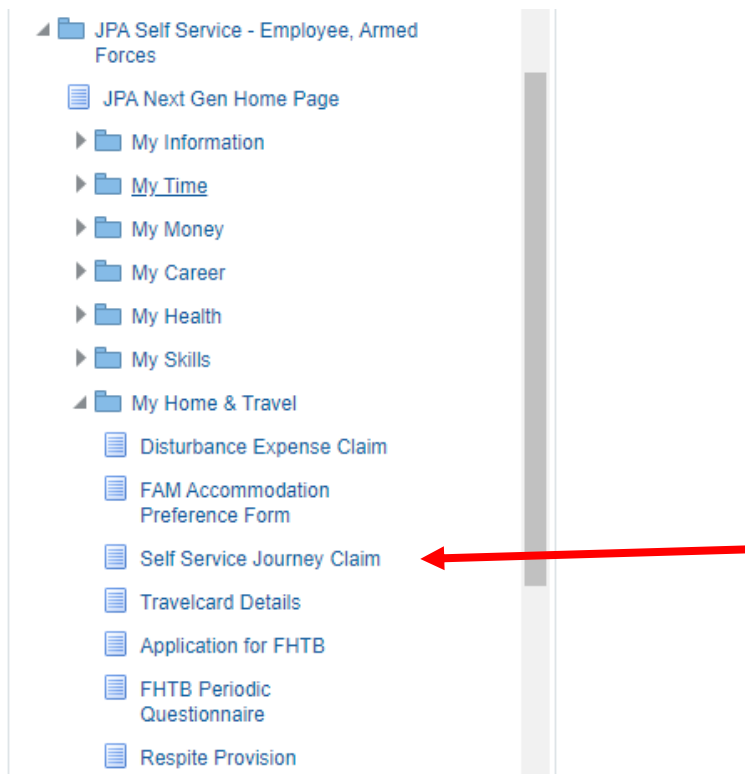


Get You Home (Overseas) Guide

Part 1 – Pre Journey Approval

1. Log on to JPA
2. Navigate to Self Service
3. My Home and Travel
4. Self Service Journey Claim
5. Click Balances
6. Select GYH Overseas and then continue
7. Select eligible family members that you will be claiming for
8. Insert details of journey, and submit claim

This will then be submitted to Unit HR for approval. Please make note of the 7 digit journey number as you will need to quote this in the expense claim.



What You Can Claim

Flights

Service personnel will be reimbursed the actual costs for the civil air fares for a standard economy return flight between the nearest International Airport and UK airport, up to the MOD Flight Allowance for Belgium.

Motor Mileage Allowance

Where the travel is made by private vehicle, including hire vehicle, reimbursement will be 1 x MMA (regardless of number of family members travelling) for the actual return journey between the duty station and the closest international airport, and between the UK arrival airport and the qualifying address.

Where the travel is made by rail, air(within theatre), bus, coach, taxi, or a combination, the refund of actual travel costs will be limited to the value of the notional return road journeys between the duty station and the closest international airport, and between the UK arrival airport and the qualifying address, at the Motor Mileage Allowance (MMA) multiplied by the number of eligible immediate family members travelling.

Ferry/Eurotunnel

The lesser of the following:

1. The costs of the Ferry/Eurotunnel up to the current GYH(O) rate, multiplied by the number of eligible personnel travelling, plus the MMA at UK rates for the return journey between the duty station and the UK leave address

OR

2. The costs of the Ferry/Eurotunnel up to the current GYH(O) rate, multiplied by the number of eligible personnel travelling, plus MMA for the notional return journey between the duty station and nearest international airport (with direct flights) and the notional return journey between the UK arrival airport and the qualifying leave address.

The MMA is not to be multiplied by the number of eligible personnel travelling as it is assumed that they will all be within the same vehicle.

Current GYH(O) rates for Belgium can be found in JSP 752, Chapter 3

How to Claim

Use the GYH(O) calculator to establish what you can claim for; notional or actual journey costs.

1. Log on to JPA
2. Navigate to Expenses, and click 'Create New Expense Claim'
3. Type of claim: **Leave Travel**
4. Authority: **GYH(O) Journey Number**
5. Have you been told to use a UIN other than your own Units?: **No**
6. Do you have authority of the Budget Holder?: **Yes**
7. Journey number: **GYH(O) Journey Number**
8. Select Next

9. Select the blue 'Details' box on the 1st line
10. Expense Type: **Get You Home (Overseas) GYH(O) – Up to MOD Flight Allowance**
11. Date Expense Incurred: **Input date of flight, tunnel or ferry**
12. Receipt Amount: **Enter the lesser of the actual or notional costs, as per GYH(O) calculator**
13. Receipt Currency: **Enter the currency you paid in**
14. Justification: **Enter either**

Claiming actual costs of flight/tunnel/ferry as it is lower than the GYH(O) MOD Flight Allowance of £xxx

OR

Claiming up to the GYH(O) MOD Flight Allowance, as costs of flight/tunnel/ferry as actual costs are greater, £xxx

15. Expense Location: **Belgium**

16. On a new line, select **Get You Home (Overseas) GYH(O) – Actuals within Motor Mileage Allowance**
17. Date Expense Incurred: **Input date of journey**
18. Receipt Amount: **Enter the actual or notional costs, as per GYH(O) calculator**
19. Receipt Currency: **Leave as GBP – Pound Sterling**
20. Justification: **Enter one of the below, depending on whether you are claiming actuals or notional**

Claiming notional MMA from Duty Station (SHAPE or Brussels) to nearest Intl Airport (Enter Airport), and (Enter UK Airport) to Leave Address (Enter Address) as the actual mileage exceeds this amount

OR

Claiming actual MMA from XXX to XXX as this is less than the notional mileage

21. Once all details are input, accept the terms and conditions and submit the claim to Unit HR for approval.

Keep copies of the GYH(O) calculator to provide in the case of an audit