

Tricare Prime Travel Reimbursement

Travel expenses, up to per diem rate, can be reimbursed for routine (non-emergent) medical appointments that are over 100 miles by zip code from your PCM's office. This benefit is only available to Non-Active Duty patients (dependants, retirees, and dependants of retirees). Trips requiring ground or air ambulances do not qualify for reimbursement. If a patient requires a nonmedical attendant (NMA) authorized on signed form by the patients PCM, that person would qualify for expenses as well. It is automatically assumed that minor children require a NMA. Transportation expenses are reimbursed from the official distance from the patient's residence city to the specialty care provider's city and return. This entitlement applies to medically necessary outpatient or inpatient specialty care. (Visits to specialty care that are non-covered benefits would not qualify for Prime Travel Benefit reimbursement i.e., elective cosmetic surgery.)

Reference JFTR CH 7 SEC Y

Reimbursement Allowances

Travel or Fuel. Patients are required to seek the least costly mode of transportation that meets the patient's needs. When personally procured commercial transportation (airplane, train, bus, etc.) is used, reimbursement is authorized for the actual cost of the transportation used. Reimbursement for travel performed by personally procured commercial transportation or Privately Owned Conveyance (POV) must not exceed the Government's cost if Government or Government-procured transportation was used. When POV is used, reimbursement is authorized for the actual expense incurred (gas, highway, bridge and tunnel tolls, parking fees and other necessary expenses incurred incidental to the travel). Active duty acting as NMA will be paid mileage in lieu of fuel cost.

Meals. The actual cost of meals (including taxes and tips, excluding alcoholic beverages) may be reimbursed up to the allowed per diem rate for the area concerned. Itemized meal receipts are required. See <http://www.gsa.gov/portal/category/21287> for per diem rates by city.

Lodging. The actual cost of the patient's lodging (including taxes, tips and service charges) may be reimbursed up to the per diem rate for the area concerned (see <http://www.gsa.gov> for per diem rates by city). An overnight stay for preparation for an outpatient visit, procedure or an admission may be authorized when the need is appropriately documented by medical authority. An overnight stay after the medical encounter may be authorized as well when medical necessity is documented by the PCM or the GLWACH treating provider. Itemized lodging receipts are required.

(1) If the patient is required to report to the office/hospital prior to 1000 for preparation of a procedure or an admission, an overnight stay prior to the appointment will be authorized. Patients are advised to schedule their office outpatient appointment after 1000 hours if possible.

(2) If appointments are on consecutive days, the patient may be authorized an overnight stay. The cost difference between driving back and forth each day versus staying overnight is not significant and cases are the exception rather than the norm.

Non-Medical Attendant. If an NMA is required by the patient's PCM or the GLWACH attending provider, that NMA may be reimbursed for travel expenses, lodging and meals based on actual expense up to the allowed per diem amount for that location. Note: Both patient and NMA will not be reimbursed for the same expense (e.g. fuel for both).

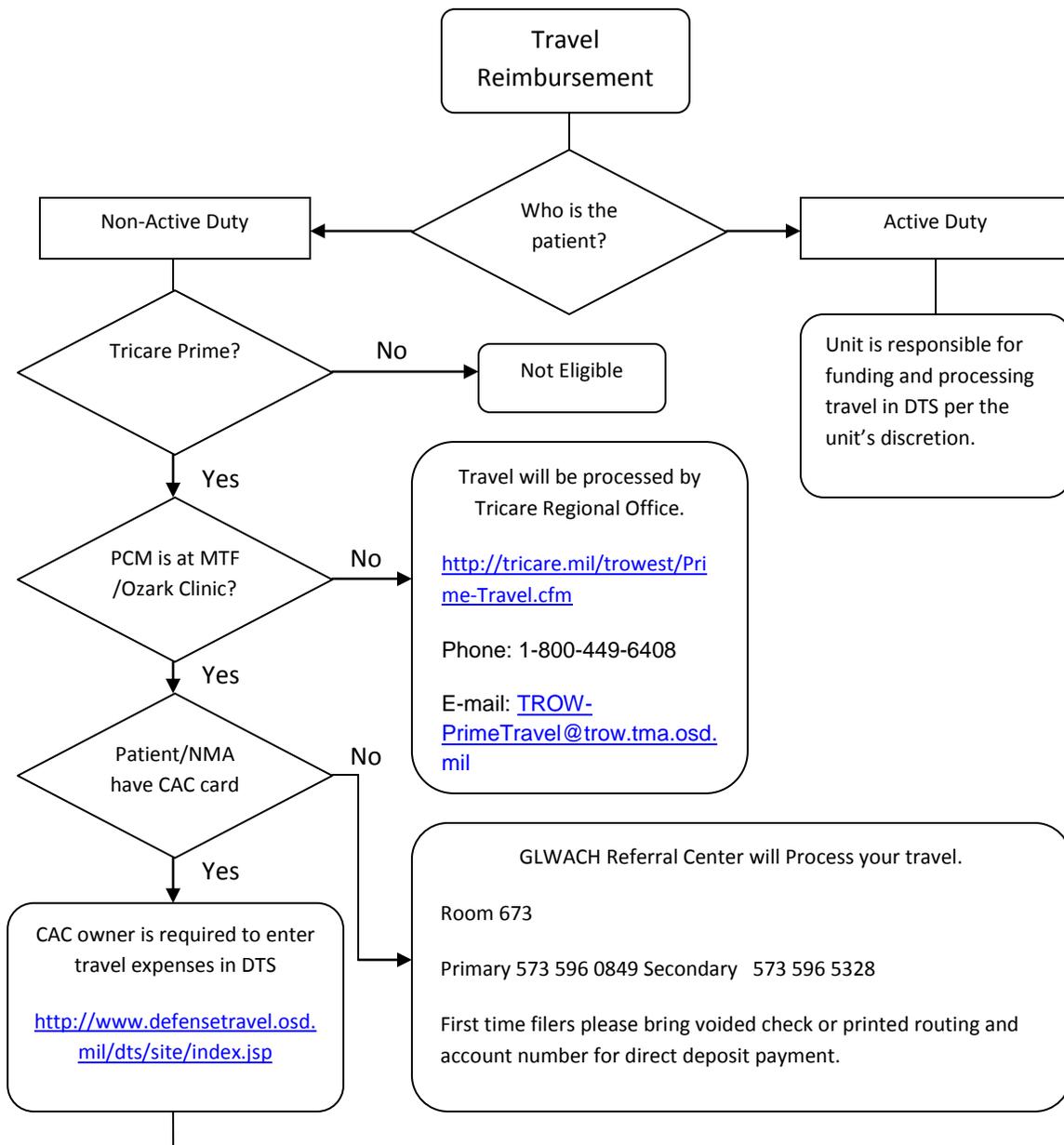
(1) Note. If an employee's agency or department assigns a U.S. Government civilian employee as an NMA then TDY allowances/per diem are authorized as prescribed in JFTR U7961 paragraph C. The U.S. Government civilian employee's agency or department must approve and issue TDY orders for the employee to be assigned as a NMA.

(2) If the U.S. Government civilian employee's agency or department does not assign the employee to go TDY as an NMA, then the civilian employee is authorized reimbursement for actual travel expenses.

Not reimbursable. Childcare, kennel care, alcohol, ice for coolers, over-the-counter medical supplies such as cough drops, etc., are "NOT" authorized reimbursable expense

Documents Required for Reimbursement

1. Authorization for medical care from Triwest (available at Tricareonline.com)
2. Proof of kept medical Appt
3. Two gas receipts. Fill up prior to departure and upon return.
4. Itemized meal receipts.
5. Lodging receipt showing a zero balance due if lodging is authorized.
6. Any other authorized expense receipts.



For CAC owners entering their own travel:

1. Set up account in DTS / log into DTS
2. Enter Local Voucher for same day trips (may enter multiple days on one local voucher). Enter Authorization Order for any extended stays.
3. Upload all required documents via fax sheet or upload by file.
4. First time users need to be linked to Tricare Prime travel routing and accounting list. Contact GLWACH Referral Center 573 596 0849/5328 to get linked.
5. You may sign your encounter when Routing list and Line of Accounting are visible within your travel document.
6. If entering an Authorization, don't forget to complete the voucher once Authorization is approved.
Contact your unit level DTS agent for assistance navigating DTS.

See PDF Local Voucher Instructions for step by step