



27th Special Operations Medical Group



27th SOMDG

Medical Travel Reimbursement: How to Create a Local Voucher



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Things to know!

TRICARE Prime Travel Benefits are for TRICARE Prime & TRICARE Prime Remote Enrollees

- Local Vouchers **are NOT** for multi-day trips.
- Local Vouchers **ARE** for one-day travel appointments only!
- **Do not** submit DTS vouchers on behalf of your dependent(s) who are over 18! (Unless you are authorized as an NMA by the PCM/Referral Specialist).
- Dependent(s) over 18 years old (TRICARE Prime enrollee(s)) will submit their travel documents via the TRICARE Operations & Patient Administration office, located on the second floor.
- When submitting local vouchers ensure you have the following:
 - DHA Form 131 or Referral Authorization Letter
 - DHA Form 126 or Appointment letter/note from provider's office, which will include location(s), date(s) & time(s) of the appointment(s)
 - Non-Medical Appointment (NMA) Letter, if applicable (patients 18 years old and older)



How to Retrieve TRICARE Authorization Letter



Health Net Federal Services, LLC (HNFS) offers beneficiaries an easy way to view authorization details with our secure, online Authorization Status tool.

Beneficiaries must be logged in at www.tricare-west.com to access this tool.

Key features:

- Check referral and authorization status.
- Print determination letters.
- Make network-to-network provider changes.

Beneficiaries:

- TRICARE requires beneficiaries access referral and authorization notices online. There is no "opt out" option.
- Other ways to view determination letters:
 - Check your Secure Inbox for status messages.
 - Sign up for text or email alerts.
 - If you do not have access to a computer, call our customer service line to request letters be mailed to you on a per-instance basis.

Step 1:

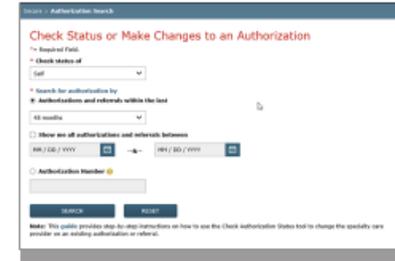
Go to the beneficiary portal at www.tricare-west.com. Under the Secure Tools section, select "Authorization Status." If you are not already logged in, you will be directed to do so. (Log in using your Department of Defense Self-Service Logon [D5 Logon] or, if you are not able to get a D5 Logon, you can register for a www.tricare-west.com username and password.)



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Step 2:

You may search the status for yourself or other family members (if they are a minor or if permission to view the record has been granted). Choose to search by a certain time frame or date range, or by the authorization number.



Step 3:

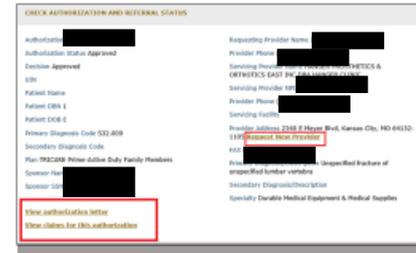
Once you locate the authorization you'd like to view, click on the authorization number to view details.



Step 4:

The details page will show you the authorization status (approved, pending/pending, canceled or denied). This page will also give you an option to view your authorization letter. Click on "view authorization letter" to view and/or print the determination letter from HNFS. The option to view and/or print the authorization letter will only exist if one has been generated by HNFS.

If you would like to request a different network specialist, click on the "Request New Provider" link. Our "Network-to-Network Provider Changes" guide offers additional details about this process.



End of Guide



Scan this QR code to view the Authorization Status Tool guide.



Step 1: Create the Document



https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/dashboard

This System Contains CUI//PRVCY

System Status: ✔ DTS 1

Defense Travel System

Home Trips ▼ Travel Tools ▼ Message Center Administration ▼

Distance Calculator Routing Chain Lookup Cross-Org Document Lookup DTA Maintenance Tool Message Center

My Travel Documents
Your upcoming, current, and completed trip documents.

3 Authorizations

Sort by Departure Date (Latest) ▼ Show inactive documents

+ Create New Document

- Routine TDY Trip
- Voucher
- Local Voucher

Click: Create New Document & then Local Voucher

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Step 2: Add Local Voucher Date



← COLLAPSE

Local Voucher Info ^

Doc Name:
[Redacted]

[View Adjustments](#)

Create Local Voucher

Finances ^

- Expenses
- Accounting
- Financial Summary

Review ^

- Review Profile
- Review Local Voucher
- Pre-Audits

Local Voucher

Enter the local voucher date and specify any conference or event attendance. Expenses can now be added daily until the document is signed.

Create Local Voucher

Local Voucher Date * ⓘ

Reference ⓘ

Are You Attending a Conference or Event? *

Cancel **Continue >**

Input the date of your medical appointment

Select: Continue



Step 3: Add Supporting Documents



Home Trips ▾ Travel Tools ▾ Message Center Administration ▾

COLLAPSE

Local Voucher Info ^

Doc Name:
[REDACTED]

[View Adjustments](#)

Create Local Voucher

Finances ^

Expenses

Accounting

Financial Summary

Review ^

Review Profile

Review Local Voucher

Pre-Audits

Sign and Submit

Enter Expenses

Sort By Date (Newest) ▾ Expand All [icon]

Add

Add A New Expense [icon]

In the expenses tab you will add **ALL** supporting documents. (Appointment Slip, Ref Auth Letter, and mileage expense)

Expense Summary		
Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$0.00	\$0.00



How to Add Mileage Expenses



Add New **Step 1** ✕

Please select one of the options below

Type to filter ^

- International Travel Expenses >
- Mileage Expenses** >
- Other Expenses >
- Transportation Expenses >
- Documents >

Select: Mileage Expenses

Add New **Step 2** ✕

Please select one of the options below

Type to filter ^

- Private Auto - Local Area**
- Private Motorcycle - Local Area
- Private Vehicle - GOV Auth & Avail

Select: Private Auto Local Area

The start location will be 27th SOMDG address. End location will be the referral specialty provider's office. The mileage will not auto-populate; you must calculate the miles to and from, and input mileage into the box.

Add New **Step 3** ✕

Select Type*

Private Auto - Local Area ✕ ✓

Attach Receipt

04/21/2023

Purpose*

Medical Appointment ✕

Start Location*

224 West D.L Ingram Ave Cannon AFB, NM 88103 ✕ ✓

End Location*

12112 N Main St Lubbock, Tx 79414 ✕ ✓

214 mi X \$0.655 = \$ 140.17

Cancel Add



How to add DHA Form 131 or Referral Auth Letter

Add New Step 1

Please select one of the options below

Type to filter

- International Travel Expenses
- Mileage Expenses
- Other Expenses
- Transportation Expenses
- Documents**

Select: Documents

Add New Step 2

Please select one of the options below

Type to filter

- Constructed Travel Worksheet (CTW)
- Local Voucher (Form 1164)
- Memo
- Other**
- Travel Orders

Select: Other

Add New Step 3

Select Type*

Other

Attach Document

Document Name*

Referral Auth Letter

Submit Date

04/21/2023

Notes*

Referral Auth Letter

Cancel Add

Attach the DHA Form 131 or Referral Auth Letter from your computer.

Input the document name and any pertinent notes in the spaces provided



How to Add DHA Form 126 or Appointment Slip

Add New Step 1

Please select one of the options below

Type to filter

- International Travel Expenses
- Mileage Expenses
- Other Expenses
- Transportation Expenses
- Documents**

Select: Documents

Add New Step 2

Please select one of the options below

Type to filter

- Constructed Travel Worksheet (CTW)
- Local Voucher (Form 1164)
- Memo
- Other**
- Travel Orders

Select: Other

Add New Step 3

Select Type*

Other

Attach Document

Document Name*

Appointment Slip

Submit Date

04/21/2023

Notes*

Appointment Slip

Cancel Add

Attach the appointment slip from your computer.

Input the document name and any pertinent notes in the spaces provided



Step 4: The Correct LOA

Local Voucher Info ^

Doc Name:
[REDACTED]

[View Adjustments](#)

Create Local Voucher

Finances ^

Expenses

Accounting

Financial Summary

Review ^

Review Profile

Review Accounting

Add and allocate lines of accounting.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

i No Lines of Accounting (LOA) have been added.

24 med

24 MEDICAL (DFCCD)

24 MEDICAL NMA (DFCCD)

Select: Add LOA + Add LOA

Patients will use 24 Medical. If you are a Non-Medical Attendee for a patient, you will use 24 Medical NMA

ACCOUNTING SUMMARY

Calculated Trip Cost
\$140.17



Step 5: Review Financial Summary



Review Financial Summary

Expense Summary

Reimbursable Expenses	\$140.17
Non-Reimbursable Expenses	\$0.00
Total Expenses	\$140.17

[Show Details](#) ▼

Credit Summary

Collections	\$0.00
Waiver/Appeals	\$0.00
Net To Traveler	\$140.17
Balance Due US	\$0.00

[Show Details](#) ▼

Entitlement Summary

[Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$140.17	\$0.00	\$140.17
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$140.17	\$0.00	\$140.17
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$140.17	\$0.00	\$140.17

Review Info/Select: Continue



[Continue](#) >



Step 6: Sign and Submit Tab

Local Voucher Info

Doc Name:
[REDACTED]

[View Adjustments](#)

Create Local Voucher

Finances

- Expenses
- Accounting
- Financial Summary

Review

- Review Profile
- Review Local Voucher
- Pre-Audits
- Sign and Submit**

Digital Signature

Local Trip Voucher Status

See where your local trip voucher currently is in the approval process.

[Check document for errors...](#)

04/21/2023 05:12PM
CREATED

NAME
[REDACTED]

(Pending)
SIGNED

DOCUMENT STATUS *

I agree to SIGN this document

ROUTING LIST *

MEDICAL

Additional Comments

[Add Comments](#)

NAME
[REDACTED]

TODAY'S DATE
[REDACTED]

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Change the Routing List to MEDICAL

Select: Submit Completed Document



Contact Us!

TRICARE OPERATIONS AND PATIENT ADMINISTRATION

27th Special Operations Medical Group, Second Floor

Monday - Friday, 7:30 a.m. to 4:30 p.m.

Telephone: 575-784-2778, Option 5, Option 3, then 1

Fax: 575-784-2308



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