



27th Special Operations Medical Group



27th SOMDG

Medical Travel Reimbursement: How to Create an Authorization



This briefing is
UNCLASSIFIED

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Things to know!



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

- Authorizations will be created when patient is authorized an overnight stay (not for single day travel)
- **Do not** submit DTS vouchers on behalf of your dependent(s) 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 authorizations 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)
 - Itemized travel receipts, including expenses less than \$75 (lodging, parking, & toll)



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:

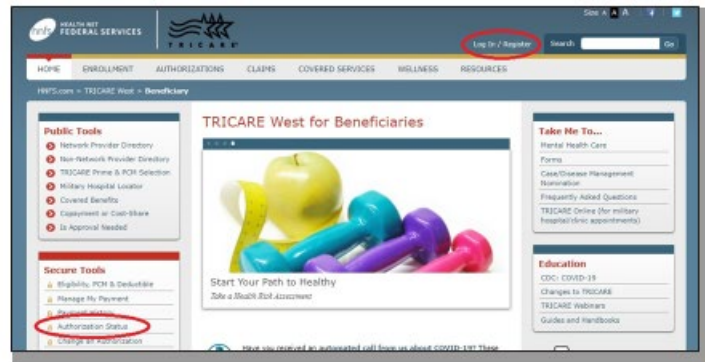
- Check referral and authorization status.
- Print determination letters.
- Make network-to-network provider changes.

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

The screenshot shows the Defense Travel System (DTS) dashboard. At the top, the URL is <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/dashboard>. A green banner indicates "This System Contains CUI//PRVCY". The main header features the "Defense Travel System" logo and "System Status: ✔ DTS". A notification bell icon shows 1 message. The navigation menu includes Home, Trips, Travel Tools, Message Center, and Administration. Below the navigation are five tool tiles: Distance Calculator, Routing Chain Lookup, Cross-Org Document Lookup, DTA Maintenance Tool, and Message Center. The "My Travel Documents" section displays "Your upcoming, current, and completed trip documents." and shows "3 Authorizations" and "0 Vouchers". A sidebar on the right contains a "Create New Document" button (circled in red), "Routine TDY Trip" (circled in red), "Voucher", and "Local Voucher".

**Select Create
New Document
& Routine TDY
Trip**



Step 2: Create Itinerary

Create Itinerary

YOUR TDY LOCATION(S)

Arriving: 04/24/2023
Departing: 04/26/2023
TDY Location: LUBBOCK, TX
Traveling By: Other
Time of Day: Morning
Rental Car?: No

TRIP OVERVIEW

Leaving On: 04/24/2023
Returning On: 04/26/2023
Leaving From: My Residence
 My Duty Station
 City or Zip
Returning To: My Residence
 My Duty Station
 City or Zip
Trip Duration: Multi-Day
Returning By: Other
Time of Day: Morning

YOUR TRIP DETAILS

Type: Temporary Duty Travel (Routin)
Purpose: Mission - Operational
Description (optional): Medical-TDY
1889 characters remaining
Conference/Event Name: Not attending a conference
 Nothing selected

Input the dates of your travel, as well as the location

Cancel **Continue >** ← Select Continue



Step 3: Create Reservations



Select Lodging Skip booking →

Search By: TDY Locat... | TDY Location*: LUBBOCK, TX | Check In/Check out*: 04/24/2023 - 04/26/2023 Search

View Map Filters Sort By: Rate Category

Quality Suites Details	Commercial (FedRooms)	\$59 per night	Select >
La Quinta Inn Lubbock West/Medical Ctr Details	Commercial (FedRooms)	\$65 per night	Select >
My Place Hotel Lubbock TX Details	Commercial (FedRooms)	\$70 per night	Select >
Holiday Inn Express & Suites Lubbock West, an I... Details	Commercial (FedRooms)	\$72 per night	Select >
Comfort Inn & Suites Details	Commercial (FedRooms)	\$86 per night	Select >
Comfort Suites Lubbock Details	Commercial (FedRooms)	\$86 per night	Select >

DTS will find available lodging. You can book lodging in DTS or outside of DTS. Ensure your lodging is within the per diem rate (if booking outside of DTS).

Same statement applies when needing a flight to your TDY location.



Step 4: Add Supporting Documents

Home Trips ▾ Travel Tools ▾ Message Center Administration ▾

COLLAPSE

Local Voucher Info ^

Doc Name:
DH042123_L04

Traveler:

[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

Add

Add A New Expense

Select Add

In the expenses tab you will add all supporting documentation. (Ref Auth letter, NMA letter, etc.)

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



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 related notes in the spaces provided



Step 5: Review Per Diem Amounts



COLLAPSE

Trip Authorization Info

Doc Name:
DHILUBBOCKTX042423_A01

Traveler:

[View Adjustments](#)

[Edit Itinerary](#)

Reservations

Lodging (LUBBOCK, TX)

[Review Reservations](#)

Finances

Expenses

Per Diem

Accounting

Review

[Review Profile](#)

[Review Authorization](#)

[Other Auths and Pre-Audits](#)

[Sign and Submit](#)

Review Per Diem Amounts

[Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

[Group similar days](#) [Expand all](#) [Collapse all](#)

TDY: LUBBOCK, TX (3 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 04/24/2023 First Day	\$98.00	\$98.00	\$44.25
> 04/25/2023	\$98.00	\$98.00	\$59.00
> 04/26/2023 Last Day	\$0.00	\$0.00	\$44.25

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$196.00	\$196.00	\$147.50

[Back](#) [Continue](#)

Review your Total Lodging Cost and Total M&IE Allowed

This information is auto populated!

Select Continue



Step 6: The Correct LOA

[COLLAPSE](#)

Local Voucher Info

Doc Name:
DH042123_L04

Traveler: i

[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.

ACCOUNTING SUMMARY

Select Add LOA →

← Back 🔍

25 ADPTATTEND (DD36TDCFM SSOAF27)

25 ADPTTRVL (DD36TDCFMSS OAF27)

AD Patients will use “25 ADPTTRVL”. If you are AD & a Non-Medical Attendant for a patient, you will use “25 ADPTATTEND”

Calculated Trip Cost

\$140.17



Step 7: Other Auths and Pre Audits



Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

Other Authorizations

[Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

No Other Authorizations have been added.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official. [Constructed Travel Worksheet](#)

1 PRE AUDITS

LODGING NOT USED
LUBBOCK,TX: No lodging reservations exist from 04/24/2023 to 04/26/2023.

Reason Codes * [Add Reason Code](#)

L10 - Not required, in accordance with JTR [Remove](#)

Justification to Approving Official * [Edit Justification](#)
Lodging Reservation booked outside of DTS for Medical TDY.

0 ADVISORIES

There are no Advisories.

[Back](#) [Continue](#)

Review all pre audits and provide justification for each

Select Continue



Step 8: Sign and Submit Tab

(Pending)
SIGNED

DOCUMENT STATUS * ROUTING LIST *

I agree to SIGN this document MEDICAL

Additional Comments + Add Comments

NAME TODAY'S DATE

11/05/2024

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

Your next steps will be determined based on the Routing List you submit.

Change the Routing List to MEDICAL

Select Submit Completed Document



Step 9: Prepare for Return



Confirmation



The trip authorization was successfully stamped: **SIGNED**

© 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.

DHLUBBOCKTX042423_A01

Departing on 04/24/2023 |

Print

Edit

View

Go to Homepage

Your authorization has been completed! At this point you will be awaiting approval from the Approving Official.

When you go on this trip ensure to get all supporting documents needed. Hotel receipts, appointment slips, etc.

The next slides will explain how to complete the voucher upon your return to Cannon AFB.



Step 10: Create the Voucher

The screenshot shows the Defense Travel System (DTS) dashboard. At the top, the URL is <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/dashboard>. A green banner indicates "This System Contains CUI//PRVCY". The system status is "DTS" with a green checkmark. The main navigation includes Home, Trips, Travel Tools, Message Center, and Administration. A row of tool icons includes Distance Calculator, Routing Chain Lookup, Cross-Org Document Lookup, DTA Maintenance Tool, and Message Center. The "My Travel Documents" section is visible, showing "3 Authorizations" and "0 Vouchers". A dropdown menu for "Create New Document" is open, with "Voucher" selected. A red callout box on the right says "Select Create New Document & Voucher".

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Step 10: Create the Voucher, cont'd



Create Voucher from authorization

DHLUBBOCKTX042423_A01 Oblig Submitted

Departing on 04/24/2023 | TA Number: 2RD42D Create Voucher

1

Close

Select 'Create Voucher' on the approved authorization



Step 11: Add Supporting Documents



Home Trips ▾ Travel Tools ▾ Message Center Administration ▾

COLLAPSE

Local Voucher Info ^

Doc Name:
DH042123_L04

Traveler:

[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

Add

Add A New Expense

Select Add

In the 'Expenses' tab, add all supporting documentation (Appt 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 Expense

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

Private Auto Local Area

The start location is 27th SOMDG address. End location will be the doctor's office. The mileage will not auto populate. You must calculate the miles and input them.

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 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 Order

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 related notes in the spaces provided



Step 12: Review Financial Summary



Review Financial Summary

Expense Summary

Reimbursable Expenses	\$343.50
Non-Reimbursable Expenses	\$0.00
Total Expenses	\$343.50

[Show Details](#)

Disbursement Summary

Advances Paid	\$0.00
Scheduled Partial Payments Paid	\$0.00
Previous Voucher Payments	\$0.00
Total Prior Payments	\$0.00

[Show Details](#)

Credit Summary

Collections	\$0.00
Waiver/Appeals	\$0.00
Net To Traveler	\$343.50
Balance Due US	\$0.00

[Show Details](#)

Entitlement Summary

Adjust Disbursements


	Personal	GTCC	Total
Total Expenses	\$147.50	\$196.00	\$343.50
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$147.50	\$196.00	\$343.50
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$147.50	\$196.00	\$343.50

Review Info/Select Continue

[< Back](#) [Continue >](#)



Step 13: Submit the Voucher

 (Pending)
SIGNED

DOCUMENT STATUS * ROUTING LIST *

I agree to SIGN this document MEDICAL

Additional Comments + Add Comments

NAME TODAY'S DATE

11/05/2024

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

Your next steps will be determined based on the Routing List you submit.

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.

(Exception: Every Wednesday, except holiday weeks, the clinic opens at 9:15 a.m.)

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

Fax: 575-784-2308

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