



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) 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:

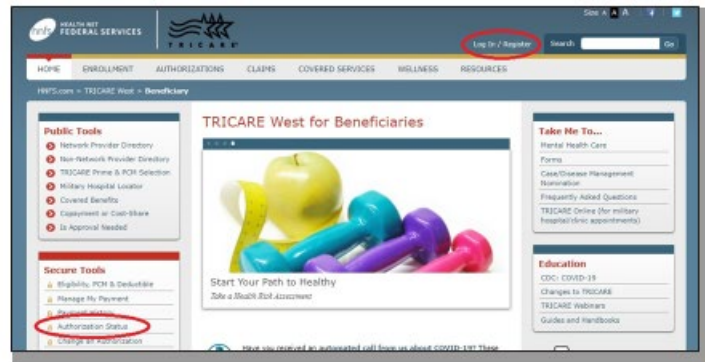
- Check referral and authorization status.
- Print determination letters.
- Make network-to-network provider changes.

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

The screenshot shows the Defense Travel System (DTS) dashboard. At the top, there is a navigation bar with the system logo and the text "Defense Travel System". Below this is a menu with options: Home, Trips, Travel Tools, Message Center, and Administration. A central row of tool icons includes: Distance Calculator, Routing Chain Lookup, Cross-Org Document Lookup, DTA Maintenance Tool, and Message Center. The main content area is titled "My Travel Documents" and contains a list of documents. On the right side of this list, a dropdown menu is open, showing options: "Create New Document", "Routine TDY Trip", "Voucher", and "Local Voucher". The "Create New Document" button and the "Local Voucher" option are circled in red. A red text box on the right side of the dashboard reads: "Click Create New Document & then Local Voucher".

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Step 2: Add Local Voucher Date



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 * ⓘ
 Input the date of your medical appointment

Reference ⓘ

Are You Attending a Conference or Event? *

Select Continue 



Step 3: 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

In the expenses tab you will add **ALL** supporting documents. (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 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

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

Select: Private Auto Local Area

The start location is 27th SOMDG address. End location will be the referral specialty providers office. The mileage will not auto populate; you must calculate 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 related 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 related notes in the spaces provided



Step 4: 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.

[Back](#)

25 ADPTATTEND (DD36TDCFM SSOAF27)

25 ADPTTRVL (DD36TDCFMSS OAF27)

Calculated Trip Cost
\$140.17

ACCOUNTING SUMMARY

Select Add LOA + Add LOA

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



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

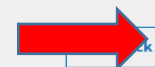
[Show Details](#) ▼

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

 (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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