

**HOW TO CREATE A LOCAL VOUCHER (USED
FOR ANY TRAVEL THAT'S LESS THAN 12
HRS; EX: SAME DAY TRIPS TO AMARILLO,
LUBBOCK, ETC).**

PAGES 26-38



27th Special Operations Medical Group



27 SOMDG

Medical Travel Reimbursement: How to Create a Local Voucher



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Things to know (For Local Vouchers)



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

- Local Vouchers **are NOT** for multi-day trips.
- Local Vouchers **ARE** for same day (less than 12hrs) 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 2nd 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 doctor'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 food receipts, including expenses less than \$75.00, for dependents and retirees (IAW Prime Travel Benefit guidelines).



Step 1: Create the Document



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

This System Contains CUI//PRVCY

Defense Travel System

System Status: DTS

| Darius T Harris

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

0 Vouchers

Sort by Departure Date (Latest) ☐ Show inactive documents

Create New Document

Routine TDY Trip

Voucher

Local Voucher

New
en

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Step 2: Add Local Voucher Date

COLLAPSE

Local Voucher Info

Doc Name:

Traveler:
Darius Harris

[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 *

04/21/2023

Reference ?

Are You Attending a Conference or Event? *

No

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:
DH042123_L04

Traveler:
Darius Harris
[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 A New Expense

Add

Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$0.00	\$0.00

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

Select: Add

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How to Add Mileage Expenses



Add New

Please select one of the options below

Type to filter

International Travel Expenses

Mileage Expenses

Other Expenses

Transportation Expenses

Documents

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 will be 27 SOMDG address. End location will be the referral specialty providers 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

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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

COLLAPSE

Local Voucher Info

Doc Name:
DH042123_L04

Traveler:
Darius Harris

[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)

No Lines of Accounting (LOA) have been added.

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

25 ADPTATTEND (DD36TDCFMSSOAF27)

25 ADPTTRVL (DD36TDCFMSSOAF27)

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

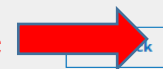
[Show Details ▾](#)

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 >](#)

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Step 6: Sign and Submit Tab

 (Pending)
SIGNED

DOCUMENT STATUS *

☐ I agree to SIGN this document

ROUTING LIST *

MEDICAL

Additional Comments [+ Add Comments](#)

NAME
[REDACTED]

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 through Friday, 7:30 a.m. to 4:30 p.m.

(Exception: Every Wednesday, except holiday weeks, the clinic opens at 0915)

Telephone: 575-784-2778

Referral Management: Option 5, option 3, then 1

Patient Travel: Option 5, option 3, then 2

Fax: 575-784-2308

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