

**HOW TO CREATE AN AUTHORIZATION (USED  
FOR ANY TRAVEL OVER 12 HRS/MULTI-DAY  
TRIPS). PLEASE NOTE YOU WILL NEED TO  
SUBMIT A REGULAR VOUCHER 5 DAYS AFTER  
COMPLETION OF TRAVEL**

**PAGES 4-24**



# Things to know (For Authorizations)

---



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

- Authorizations will be created when patient is authorized an overnight stay (more than 12hrs)
- **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 authorizations 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 travel receipts, including expenses less than \$75.00 (lodging, meals, parking, & toll) for dependents and retirees (IAW Prime Travel Benefit guidelines). ADSMs receive the standard per diem rate for the location, if applicable.



# 27th Special Operations Medical Group

---



## 27 SOMDG

### Medical Travel Reimbursement: How to Create an Authorization



This Briefing is:  
**UNCLASSIFIED**

---

*Air Commandos*



# 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 ▼

1 | 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

Sort by Departure Date (Latest) ▼ ☐ Show inactive documents

0 Vouchers

Create New Document

Routine TDY Trip

Voucher

Local Voucher

Select: Create  
New Document  
& Routine TDY  
Trip

*Air Commandos*



# 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 (Routine)

Purpose: Mission - Operational

Description (optional): Medical-TDY

1889 characters remaining

Conference/Event Name: ☒ Not attending a conference   ☐ Nothing selected

Cancel   **Continue >**

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

Select: Continue



# Step 3: Create Reservations



Select Lodging Skip booking →

Search By TDY Location\* Check In/Check out\*

TDY Locat... LUBBOCK, TX 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:  
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

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

Select: Add

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 pertinent notes in the spaces provided





# Step 5: Review Per Diem Amounts



[COLLAPSE](#)

**Trip Authorization Info**

Doc Name:  
DHILUBBOCKTX0423\_A01

Traveler:  
Darius Harris

[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 <a href="#">First Day</a>	\$98.00	\$98.00	\$44.25
> 04/25/2023	\$98.00	\$98.00	\$59.00
> 04/26/2023 <a href="#">Last Day</a>	\$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:  
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.

ACCOUNTING SUMMARY

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

Select: Add LOA

Back

Search

25 ADPTATTEND (DD36TDCFMSSOAF27)

25 ADPTTRVL (DD36TDCFMSSOAF27)

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 \*

L10 - Not required, in accordance with JTR

Justification to Approving Official \*

Lodging Reservation booked outside of DTS for Medical TDY.

[Add Reason Code](#) [Remove](#) [Edit Justification](#)

#### 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 \*

☐ I agree to SIGN this document

ROUTING LIST \*

MEDICAL

Additional Comments [+ Add Comments](#)

NAME TODAY'S DATE  
[REDACTED] 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 (AO).

When you go on this trip ensure to get all supporting documents needed. Hotel receipts, Appt slip(s), etc.

The next slides will explain how to complete the Voucher upon your return to Cannon AFB!



# Step 10: Create the Voucher



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

This System Contains CUI//PRVCY

Defense Travel System

System Status: ✓ DTS ▼

1 | 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

Sort by Departure Date (Latest) ▼ ☐ Show inactive documents

0 Vouchers

+ Create New Document

📅 Routine TDY Trip

\$ Voucher

🚗 Local Voucher

Select: Create  
New Document  
& Voucher

*Air Commandos*



# Step 10: Create the Voucher pt.2



Create Voucher from authorization

DHLUBBOCKTX042423\_A01

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

Oblig Submitted

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:  
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

PDF Icon

Add

Add A New Expense

Expense Summary

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

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

Select: Add

Air Commandos





# 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

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

Private Auto Local Area

## 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

The start location will be 27 SOMDG address. End location will be the doctor's office. The mileage will not auto populate, you must calculate the miles and input into the box.



# 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 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 \*

☐ 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**

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

This Briefing is:  
**UNCLASSIFIED**



---

*Air Commandos*