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

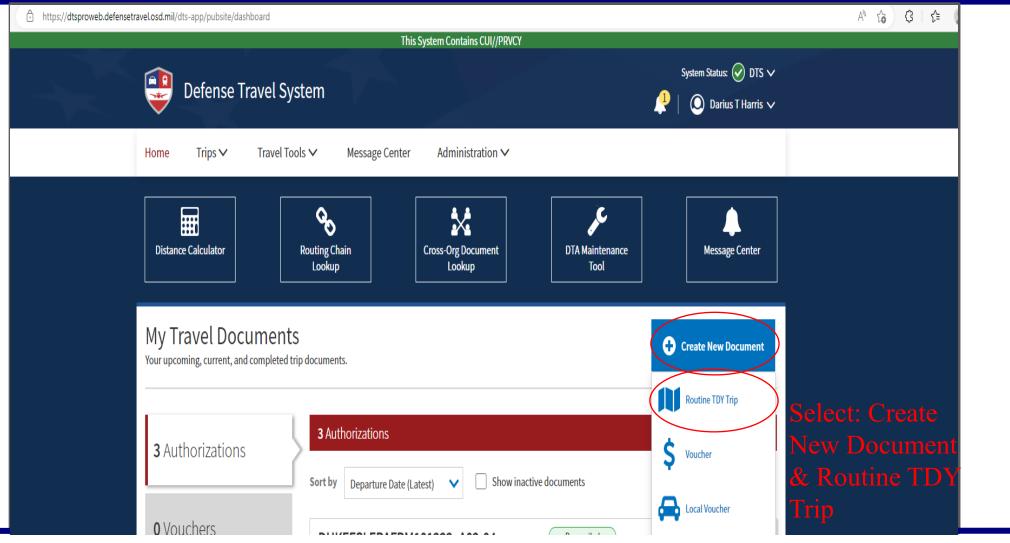


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Step 1: Create the Document





Air Commandos



Step 2: Create Itinerary



Arriving Departing 1 04/24/2023 04/26/2023	TDY Location C LUBBOCK, TX	Traveling By	Time of Day ② Morning ∨	Rental Car?	0	Input the dates of your travel, as well as the
RIP OVERVIEW Leaving On 1 04/24/2023 saving From 1 My Besidence 2 My Duty Station 2 City or Zip Trip Duration Multi-Day Returning By 3 Other Time of Day Morning	Returning On 104/26/2023 Returning To 10 My Residence My Duty Station 12 City or Zip					location
OUR TRIP DETAILS Type Temporary Duty Travel (Routin > Purpose Mission - Operational > Description (optional) Medical-TDY 1889 characters remaining orderence/Event Name						



Step 3: Create Reservations



Search By T	DY Location*		Check-In/Check-out		
TDY Locat 💙	LUBBOCK,TX	~	iii 04/24/2023	3 - 04/26/2023	Q Search
View Map 5	Filters			Sort By Rate (ategory
Quality Suites Details		Comm	erciai (FediRooms)	\$59 per night	Select >
- La Quinta Inn Lubbo	ock West/Medical Ctr	Comm	ercial (FedRooms)	\$65 per night	Select >
My Place Hotel Lubb	ock TX	Commo	ercial (FedRooms)	\$70 per night	Select >
Holiday Inn Express Details Oetails Oetails Oetails	& Suites Lubbock West	, an l Comm	ercial (FedRooms)	\$72 per night	Select >
Comfort Inn & Suite Details	•2	Comm	ercial (FedRooms)	\$86 per night	Select >
Comfort Suites Lubl	oock	Comm	ercial (FedRooms)	\$86	Select >

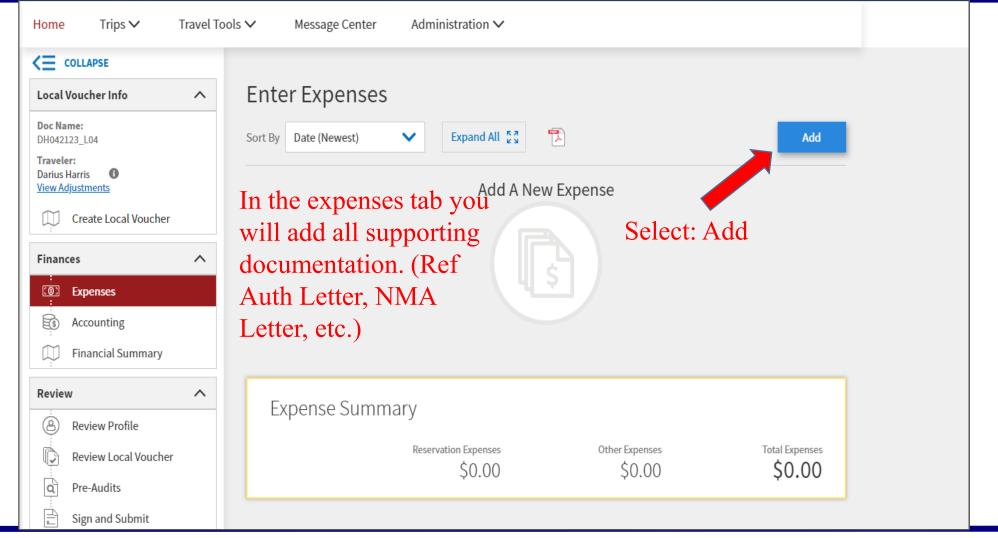
DTS will find available lodging. You can book lodging in DTS or outside of DTS. Ensure your lodging is within the per diem rate (if booking outside of DTS).

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



Step 4: Add Supporting Documents

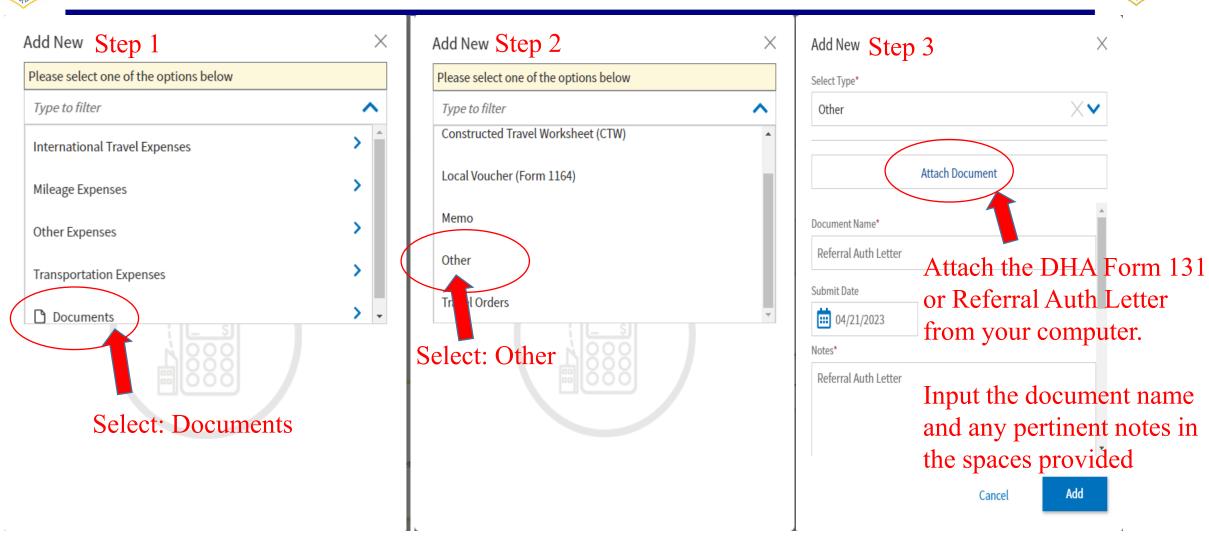






How to add DHA Form 131 or Referral Auth Letter

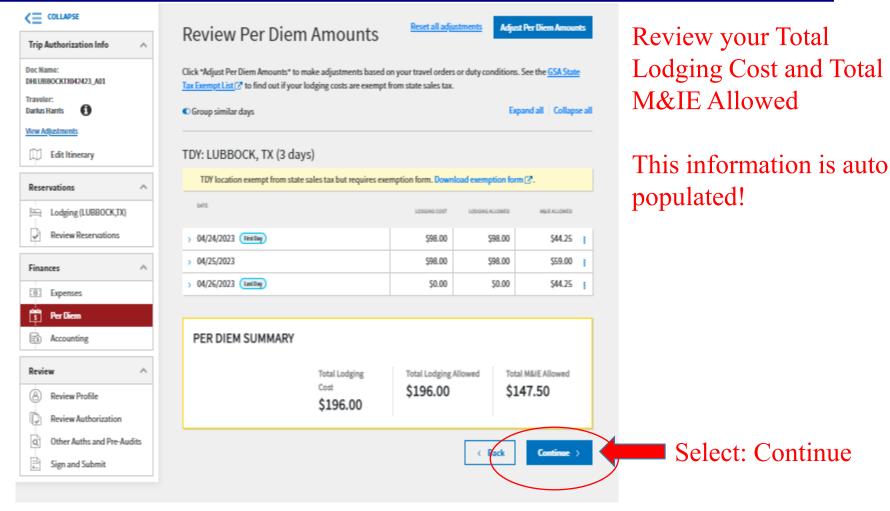






Step 5: Review Per Diem Amounts

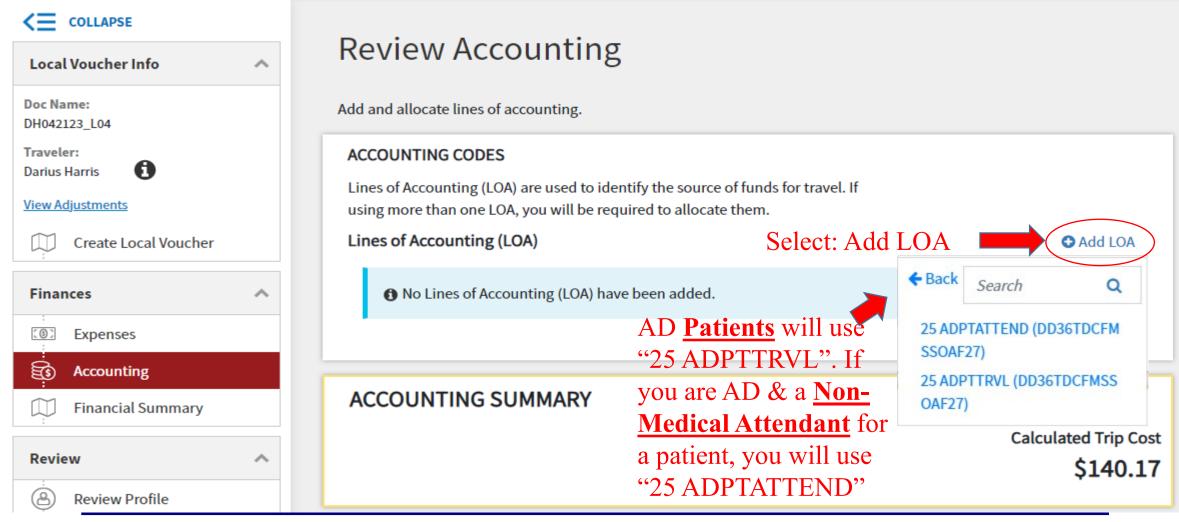






Step 6: The Correct LOA







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.	Review all pre audits and
Other Authorizations • Add Other Authorization	provide justification for each
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.	
Due Audia	
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 * O Add Reason Code	
L10 - Not required, in accordance with JTR Remove	
Justification to Approving Official * Lodging Reservation booked outside of DTS for Medical TDY.	
0 ADVISORIES	
ADVISORIES There are no Advisories.	
< cack Continue >	Select: Continue

Air Commandos



Step 8: Sign and Submit Tab

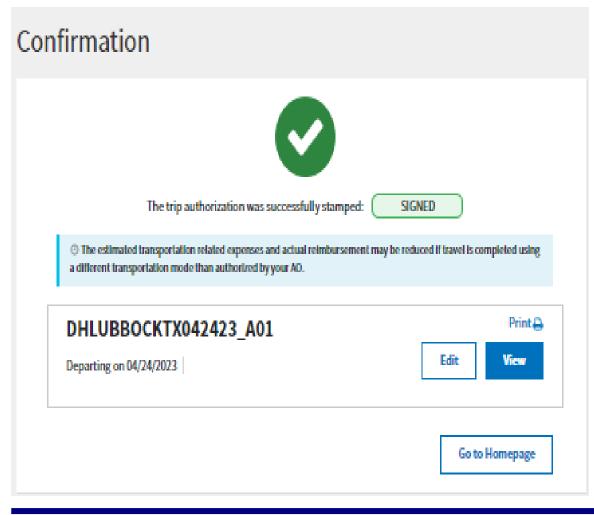


□ I agree to SIGN this document	ROUTING LIST * MEDICAL		Change the Routi List to MEDICAI
Additional Comments	• Add •	Comments	
NAME	TODAY'S DATE		
	11/05/2024		
	this document to be submitted for routing and approva		
The estimated transportation related expense	s and actual reimbursement may be reduced if travel is complet d by your AO.	ed using a	Select: Submit
different transportation mode than authorized			Completed Docu



Step 9: Prepare for Return





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

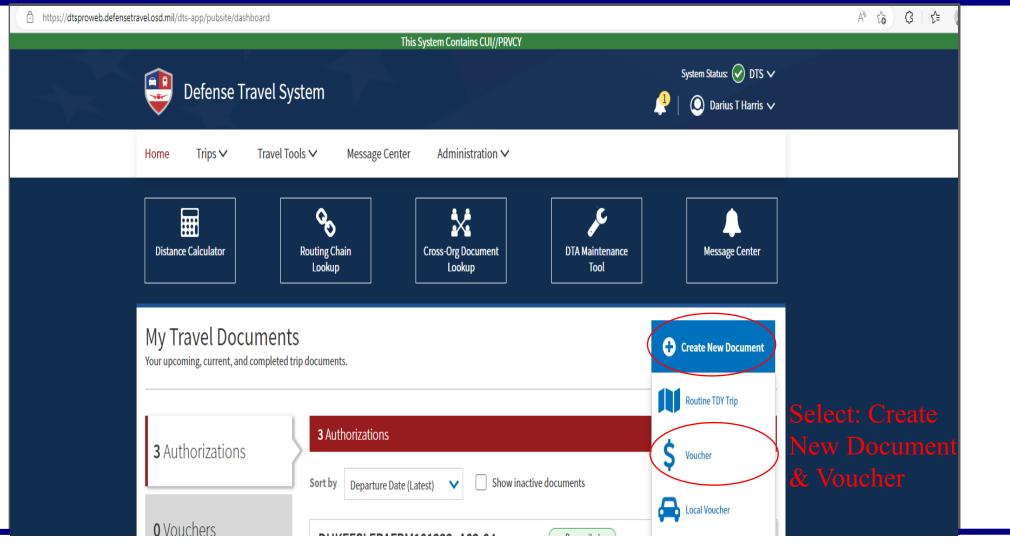
When you go on this trip ensure to get all supporting documents needed. Hotel receipts, Appt slip(s), etc.

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



Step 10: Create the Voucher



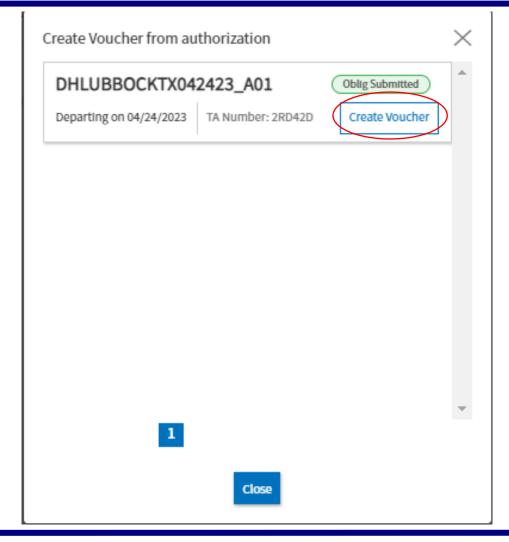


Air Commandos



Step 10: Create the Voucher pt.2



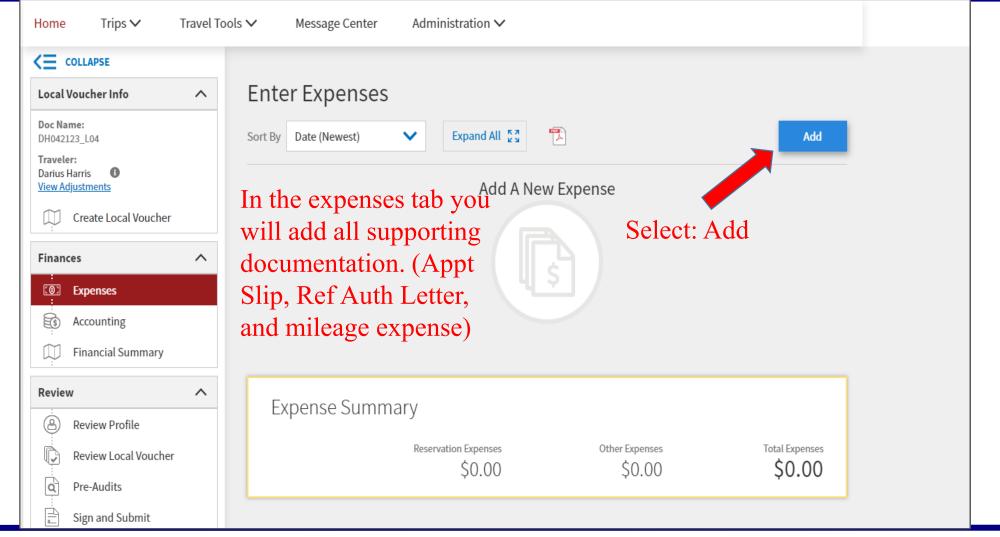


Select: Create
Voucher on the
approved
authorization



Step 11: Add Supporting Documents

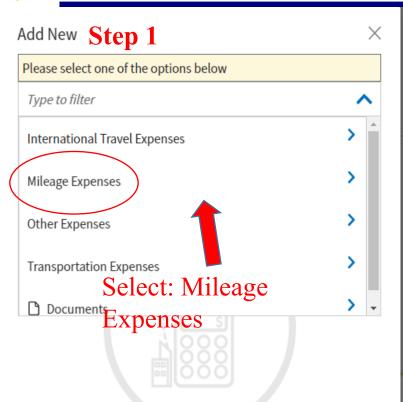


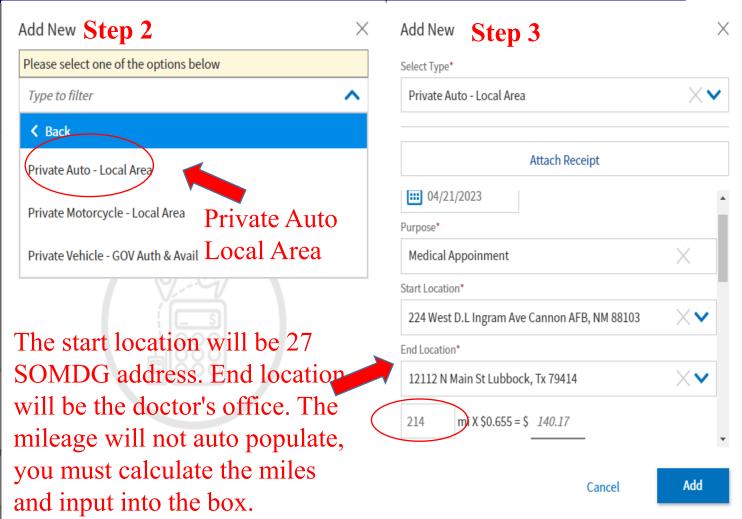




How to Add Mileage Expense



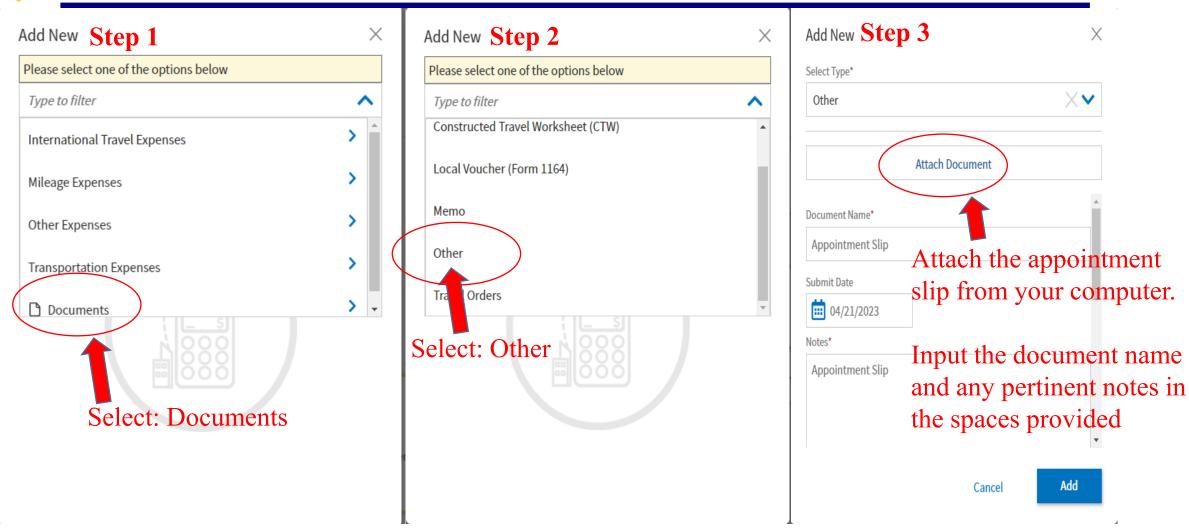






How to Add DHA Form 126 or Appointment Slip







Step 12: Review Financial Summary



Expense Summary				
elmbursable Expenses	\$343.50			
on-Reimbursable Expenses otal Expenses	\$0.00 \$343.50			Show Details ▼
Disbursement Summary	,			
dvances Pald	\$0.00			
cheduled Partial Payments Paid	\$0.00			
revious Voucher Payments otal Prior Payments	\$0.00 \$0.00			Show Details 🕶
Credit Summary				
-				
ollections /aiver/Appeals	\$0.00 \$0.00			
et To Traveler	\$343.50			
alance Due US	\$0.00			Show Details ▼
Intitlement Summary			3	djust 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



Step 13: Submit the Voucher



DOCUMENT STATUS *	document ROUTING LIS		Change the List to M	
Additional Comments		• Add Comments		
NAME	TODAY'S DA	rr.		
		I E		
	11/05/20		_	
	egally signing this document to be submitt	24 ed for routing and approval.	Select: S	Submit



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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