



27th SOMDG Medical Travel Reimbursement: How to Create an Authorization



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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) who are 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, make sure 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



Authorization Status Tool Check status and view/print determination letters

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 <u>www.tricare-west.com</u>. 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 [DS Logon] or, if you are not able to get a DS Logon, you can register for a tricare-west.com username and password.]



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, pended/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 aption 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.



Air Commandos

ck on the authorization number to view details.



Step 1: Create the Document



https://dtsproweb.defenset	ravel.osd.mil/dts-app/pubsite/dashboard	A` Ġ Ġ (
	This System Contains CUI//PRVCY	
	System Status: ● DTS ∨ Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control of the system Image: Control	
	Home Trips → Travel Tools → Message Center Administration →	
	Image: Distance Calculator Image: Calculator	
	My Travel Documents Your upcoming, current, and completed trip documents.	
	3 Authorizations Sort by Departure Date (Latest) ♥ □ Show inactive documents	ct: Create Document outine TDY



Step 2: Create Itinerary



Create Itinerary YOUR TDY LOCATION(S) Input the dates of your TDY Location Arriving Departing Traveling Pr Time of Day Rental Car? No 🗸 🖸 m 04/24/2023 04/26/2023 LUBBOCK, TX 🚍 Other 🗸 O Morning ¥ travel, as well as the location TRIP OVERVIEW Leaving On Returning On 04/24/2023 04/26/2023 Leaving From Returning To My Residence My Residence O My Duty Station O My Duty Station ○ ♀ City or Zip City or Zip Trip Duration Multi-Day ~ Returning By G Other ~ Time of Day Ø Morning ~ YOUR TRIP DETAILS Type 😡 Temporary Duty Travel (Routin 👻 Purpose Ø Mission - Operational 0 Description (optional) Medical-TDY 1889 characters remaining Conference/Event Name Not attending a conference Nothing selected ~ Select: Continue



Step 3: Create Reservations



DTS will find available lodging. You can book lodging inside 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





Please select one of the options below	
Type to filter	^
Constructed Travel Worksheet (CTW)	
Local Voucher (Form 1164)	- 1
Memo	
Other	
Trad Orders	
Select: Other	





Step 5: Review Per Diem Amounts



Review Per Diem Amounts Trip Authorization Info Doc Name: Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the GSA State Tax Exempt List 2 to find out if your lodging costs are exempt from state sales tax. C Group similar days TDY: LUBBOCK, TX (3 days) Edit Itinerary TDY location exempt from state sales tax but requires exemption form. Download exemption form 27. Reservations DATE Lodging (LUBBOCK,TX) LODGING COST Review Reservations > 04/24/2023 (RintDay) \$98.00 04/25/2023 598.00 Finances > 04/26/2023 (Lasting) \$0.00 Expenses 📅 Per Di Accour Review a Review D Review a Other Ē Sign ar

Review your Total Lodging Cost and Total M&IE Allowed

This information is auto populated!

m						
nting	PER DIEM SUMMARY					
^		Total Lodging	Total Lodging Allowed	Total M&IE Allowed		
Profile		\$196.00	\$196.00	\$147.50		
Authorization		Ş150.00				
Auths and Pre-Audits						1
nd Submit			< 1	ack Continue >	Select: C	ontinue

LODGING ALLOWED

\$98.00

\$98.00

50.00

Adjust Per Diem Amounts

Expand all Collapse all

MAIE ALLOWED

\$44.25

\$59.00

\$44.25



Step 6: The Correct LOA



Loca	l Voucher Info	^
View A	<u>djustments</u>	
	Create Local Voucher	
Fina	nces	^
Final	nces Expenses	^
Finar	Expenses Accounting	^
Final	nces Expenses Accounting Financial Summary	^
Finar	nces Expenses Accounting Financial Summary	^
Finar	nces Expenses Accounting Financial Summary ew	^

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.





Step 7: Other Auths and Pre Audits



Darrierry all mas and its and

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars exp	enses by default. View memorandum. 🛈	Review all pre audits and
Other Authorizations	Add Other Authorization	provide justification for e
The following are the additional authorizations that were selected based or Approving Official below.	the trip details. Enter comments to your	
O No Other Authorizations have been added.		
Pre-Audit		
Below are any items that were "flagged" for this trip. You must provide justi	fication to the Approving Official.	
Constructed Travel Worksheet		
1 PRE AUDITS		
LODGING NOT LISED		
LUBBOCK,TX: No lodging reservations exist from 04/24/2023 to 04/26/20	23.	
Reason Codes *	Add Reason Code	
L10 - Not required, in accordance with JTR	Remove	
Justification to Approving Official *	C Edit Justification	
Lodging Reservation booked outside of DTS for Medical TDY.		
0 ADVISORIES		
 There are no Advisories. 		
	< tack Continue >	Select: Continue



Step 8: Sign and Submit Tab



<≡ Trip	COLLAPSE Authorization Info	Digital Signature	
		Trip Authorization Status See where your trip authorization currently is in the approval process.	
		Check document for errors	
Res	ervations	04/22/2023 08:05AM	
i in	Lodging (LUBBOCK,TX)	CREATED	
	Review Reservations		
Fina	ances	6	Change the Routing
101	Expenses	(Pending) SIGNED	
100	Per Diem	DOCUMENT STATUS.	List to MEDICAL
B	Accounting	■ I agree to SIGN this document	-
Revi	iew		
à	Review Profile	Additional Comments O Add Comments	
D	Review Authorization	NAME TODAY'S DATE	
a	Other Auths and Pre-Audit		
ė	Sign and Submit	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 AD.	
		Submit Completed Document	Select: Submit
		Vour next steps will be determined based on the Routing List you submit.	Completed Document



Step 9: Prepare for Return



Confirmation



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, appointment slip(s), etc.

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



Step 10: Create the Voucher



fttps://dtsproweb.defensetr	ravel.osd.mil/dts-app/pubsite/dashboard	A to C I te 🛛
	This System Contains CUI//PRVCY	
	System Status: O DTS V Defense Travel System	
	Home Trips → Travel Tools → Message Center Administration →	
	Image: Distance Calculator Image: Cost of the cost of th	
	My Travel Documents Your upcoming, current, and completed trip documents.	
	3 Authorizations Sort by Departure Date (Latest) ♥ ☐ Show inactive documents Local Voucher	ct: Create / Document oucher



Step 10: Create the Voucher, part 2





Select: Create Voucher on the approved authorization



Step 11: Add Supporting Documents





How to Add Mileage Expense





Add New Step 2	×
Please select one of the options below	
Type to filter	^
K Back	
Private Auto - Local Area	
Private Motorcycle - Local Area Pr	ivate Auto
Private Vehicle - GOV Auth & Avail ${f Lc}$	ocal Area
The start location w	ill be 27th

The start location will be 27th SOMDG address. End location will be the provider's office. The mileage will not autopopulate; you must calculate the miles and input them into the box.

Private Auto - Local Area	×
Att	ach Receipt
04/21/2023	
Purpose*	
Medical Appoinment	×
Start Location*	
224 West D.L Ingram Ave Ca	nnon AFB, NM 88103 🛛 🛛 🗸 🗸
End Location*	
12112 N Main St Lubbock, T	(79414 X 🗸 🗸
214 m) X \$0.655 = \$ 1	40.17



How to Add DHA Form 126 or Appointment Slip















Review Financial Summary

Expense Summary				
Reimbursable Expenses Non-Reimbursable Expenses Total Expenses	\$343.50 \$0.00 \$343.50			Show Details 👻
Disbursement Summary	,			
Advances Pald Scheduled Partial Payments Pald Previous Voucher Payments Total Prior Payments	\$0.00 \$0.00 \$0.00 \$0.00			Show Details 👻
Credit Summary				
Collections Walver/Appeals Net To Traveler Balance Due US	\$0.00 \$0.00 \$343.50 \$0.00			Show Details 👻
Entitlement Summary			8 4	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









TRICARE OPERATIONS AND PATIENT ADMINISTRATION

27th Special Operations Medical Group, Second Floor

Monday - Friday, 7:30 a.m. to 4:30 p.m.



Telephone: 575-784-2778, Option 5, Option 3, then 2

Fax: 575-784-2308

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