

Member Travel IAW Physical Examination or Illness

References:

JFTR U7150 Transfer of a Member
Patient To/From a Medical Facility
or Home

JFTR U7140 Attendants/Escorts

**For assistance contact the
Patient Travel Clerk**

Hours of Operation

Monday-Friday
0730-1630

Contact Numbers

Commercial: (325) 696-1330

DSN: 461-1330

AIR FORCE MEDICAL SERVICE



**Active Duty
Service Members**

PATIENT TRAVEL

Active Duty Patients

- Primary Care Manager (PCM) submits referral for TRICARE covered authorized specialty care
- Air Force Active Duty Service Member (ADSM) traveling for necessary medical care not available within the local permanent duty station (PDS) are authorized TDY allowances and transportation expenses when placed on official travel orders
- Sister services will receive reimbursement from their respective unit
- Report to the Patient Travel Clerk at least 5 duty days prior to travel to start the patient travel process
- Travel authorizations and travel vouchers are processed via the Defense Travel System (DTS)
- Patient travel must be coordinated and approved by the Medical approving official **prior to travel**
- Retain cost receipts pertaining to travel for authorized reimbursement
- ADSM will upload applicable receipts and letters to file with the travel reimbursement voucher via DTS
- ADSM will submit travel reimbursement vouchers via DTS within 5 duty days after travel completion
- VA travel is authorized for reimbursement in conjunction with MEB only

Non Medical Attendants (NMA)

- One NMA may be authorized when deemed medically necessary and approved by a medical provider
- The NMA must be at least 21 years of age and is not required to be TRICARE-eligible. The NMA may be:
 - Another ADSM
 - A U.S. government employee
 - Any other person
- The traveling patient must have a NMA form signed and approved by the PCM and Medical Chief of Staff or designated approving official
- Patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for mileage cost when traveling by POC)
- Non-Active Duty NMAs are authorized TDY allowances when supporting Active Duty patients
- Active Duty and Federal Civilian NMAs are authorized TDY allowances
- Retain all cost receipts pertaining to travel and lodging

Important Facts

- Travel reimbursement to obtain elective medical care is not authorized
- Traveling patients should review their travel authorization before the date of travel. Also, patients must be aware of the allowed per diem for the trip. Expenses exceeding the per diem limit will not be reimbursed.
- Where possible, when traveling to another military installation, patients should obtain lodging on the military installation unless base lodging provides a non-availability letter. If given this letter, patients will be authorized off base per diem.
- Member **MUST** have the non-availability letter to receive full reimbursement.
- Note: ADSMs assigned to Geographically Separated Units will contact the closest Air Force Medical Treatment Facility's Patient Travel Office for assistance.
- Leave will not be approved in conjunction with medical TDY
- Proof of appointment attendance is required for reimbursement