

## **Travel Allowances to Specialty Care over 100 Miles**

Who is eligible for Reimbursement?

The following patients enrolled in  
TRICARE Prime:

Active Duty Family Members

Retired Members

Dependents of Retired Members

Designated Non-Medical Attendants  
(NMAs) of Prime enrollees

References:

JFTR U7175 Travel to Specialty Care  
Over 100 Miles

JFTR U7180 Attendant's Travel for  
Specialty Care over 100 Miles

**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



## **Non-Active Duty Prime Patients**

# PATIENT TRAVEL

## Non-Active Duty Prime Enrollees

- Primary Care Manager (PCM) submits referral for authorized specialty care
- Non-Active Duty Prime enrollees are entitled to travel reimbursement when referred by their PCM for medically necessary (TRICARE covered benefit) non-emergent specialty care more than 100 miles (one-way) from the PCM's office
- Report to the Patient Travel Clerk at least 5 duty days prior to travel to start the patient travel process
- Patient's travel must be coordinated and approved by the Medical approving official **prior to travel**
- When traveling, retain all cost receipts pertaining to travel and meals for allowed reimbursement
- Upon return, patients must report back to the Patient Travel Clerk within 5 duty days to complete their reimbursement voucher
- Patient must bring all receipts and letters to file with the travel voucher, including the proof of appointment attendance

## Non Medical Attendants (NMA)

- One NMA may be authorized when deemed medically necessary and approved by a medical provider
- By statute, the NMA for someone under the age of 18 must be a parent, legal guardian, or another adult (at least age 21 years) family member
- The traveling patient must have a NMA form signed and approved by PCM and the Medical Chief of Staff
- The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for gas cost when traveling by personally owned vehicle)
- Non-Active Duty NMAs are authorized reimbursement of reasonable travel expenses based on receipts for hotel, meals, and travel not to exceeding location per diem allowances

## 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 be 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.
- If patient travel reimbursement is not authorized, other sources for assistance may be available from the Air Force Assistance Fund or the American Red Cross.