



**DEPARTMENT OF THE AIR FORCE
27TH SPECIAL OPERATIONS MEDICAL GROUP (AFSOC)
CANNON AIR FORCE BASE NEW MEXICO**

16 April 2024

MEMORANDUM FOR 27TH SPECIAL OPERATIONS MEDICAL GROUP

FROM: 27 SOMDG/CC

SUBJECT: Local Permanent Duty Station (PDS) parameters for Active Duty Medical Travel Reimbursement, *The Joint Travel Regulations (JTR)*, Ch. 0206

1. In accordance with the Joint Travel Regulations, Ch. 0206, there must be a written directive that establishes the local area in which DoD travelers are eligible for reimbursement. Accordingly, this memorandum serves to establish the local area within which Cannon Air Force Base active duty travelers are eligible for travel reimbursement.
2. The local area is defined as a 100-mile radius from the Military Treatment Facility (MTF) at 27th Special Operations Medical Group (27 SOMDG), 224 West D.L. Ingram Ave, Bldg. 1408 Cannon AFB, NM 88103. If the medical facility where an active duty member will receive care is outside of the radius and meets other travel requirements specific to the patient's situation, their travel may be reimbursable.
3. If you have any questions, please visit the 27 SOMDG TRICARE Operations and Patient Administration's (TOPA) Office located on the second floor of the 27 SOMDG or contact Capt Ashley R. Daniels (ashley.r.daniels4.mil@health.mil) or MSgt Consuelo Evans (consuelo.evans.mil@health.mil) at commercial telephone number (575) 784-2778, option 5, option 3, then 2.

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DANIELLE J. CERMAK, Col, USAF, MC
Commander



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FROM: 27 SOMDG/CC

References: (a) Joint Travel Regulations
(b) DHA-PI 6000.05, *TRICARE Prime Travel Benefit*, 21 April 2021
(c) AFMAN 41-210, 22 June 2021, *TRICARE Operations and Patient Administration*
(d) *TRICARE Reimbursement Manual*, 6010.61-M, April 1, 2015

SUBJECT: 27 SOMDG TRICARE Prime Travel Benefit

1. **PURPOSE:** The Prime Travel Benefit reimburses reasonable travel expenses for a qualified trip by a TRICARE Prime enrollee. This policy provides standardized reimbursement guidance for TRICARE Prime beneficiaries (TRICARE Prime family members, retirees, and retiree family members) and active duty service members (ADSM) empaneled to the 27th Special Operations Medical Group (27 SOMDG), IAW AFMAN 41-210, *TRICARE Operations and Patient Administration Functions*, DHA-PI 6000.05, *TRICARE Prime Travel Benefit*, and The Joint Travel Regulations (JTR).

2. **TRICARE PRIME BENEFICIARIES:** Must be enrolled with TRICARE to the 27 SOMDG. TRICARE Prime beneficiaries that do not have a Primary Care Manager (PCM) at the 27 SOMDG must contact the TRICARE West Regional Office at 1-844-866-9378 to request and file patient travel reimbursement separate from the processes described herein.

3. **REIMBURSEMENT:** Reimbursement may be available for non-emergent specialty medical care if all the following requirements are met:

- Traveler must be enrolled in TRICARE Prime or TRICARE Prime Remote.
- There must be a referral from a PCM at the empaneled MTF, authorized by TRICARE, to a specialty care provider more than 100 miles, one way, from the PCM address.
- No other specialty care provider (military, civilian network, or non-network TRICARE authorized provider) within 100 miles of the PCM address can suitably meet the patient's needs.
- The traveler made all travel arrangements [exercising the same care in incurring expenses for Government travel that a prudent person would exercise if traveling at personal expense] (DHAPI 6000.05).
- All claims must include a specialty care provider's note on letterhead or with appropriate contact information, as proof of kept appointment or discharge. This may be a "school note," "return to work note," or discharge instruction sheet, signed by the staff.

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4. **NON-ACTIVE-DUTY SERVICE MEMBERS:** May be authorized reimbursement for mileage, meals, and lodging up to the allowable locality per diem rate (www.travel.dod.mil). Mileage is reimbursed at the “other” rate from the individual’s residence or workplace to the specialty care provider’s address. Only actual expenses with legible, itemized receipts are reimbursed. All lodging receipts must be in the name of an authorized claimant or sponsor, show valid travel dates, itemized charges (e.g., room rate per day, taxes, fees), and payment in full (zero balance). Meal receipts must include the name and location of the store or restaurant and must clearly show the charges applicable to the qualified traveler(s). All claims will be processed using the Defense Travel System (DTS) via direct deposit.

5. **ACTIVE DUTY SERVICE MEMBERS:** ADSMs do not fall under the TRICARE Prime Travel Benefit. A patient who is an ADSM and is ordered to travel for necessary medical care or as an authorized Non-Medical Attendant (NMA), is eligible for travel and transportation allowances per Chapter 2 in the JTR. ADSMs are reimbursed for the mileage traveled based on allowable distances and rates as stated on <https://www.travel.dod.mil>. The trip mileage calculation will begin from the 27 SOMDG to the specialty care provider (SCP) and to the specialty referral facility. Only ADSMs can request reimbursement for referred specialty dental care outside of the 100-mile radius. The TRICARE Dental Program (family member dental insurance carrier) does not have a travel reimbursement program. Receipts for expenses less than \$75 are not required for ADSMs, except for lodging. (JTR, Chapter 2)

6. **GENERAL GUIDELINES:** Approved travelers are authorized to use commercial ticketed travel (airplane, train, bus), Government-provided transportation, or privately-owned vehicle (POV). Ticketed travel must not exceed government class fare without prior approval (<https://cpsearch.fas.gsa.gov/cpsearch>). Taxi or ride-share expenses are authorized to and from lodging and specialty care appointments only. Lodging should be selected to allow access to food and proximity to the care provider and may not exceed local per-diem rates without prior authorization. POV may be selected for all travel less than 400 miles one-way at the traveler’s discretion. Greater distances will require a cost-comparison. Reimbursement is authorized for necessary parking fees and highway, bridge, and tunnel tolls with receipt.

- **RENTAL CAR:** Rental cars may be provided if no other travel means are available or if shown to be more cost-effective than other modes of travel. Rentals may be authorized to and from the residence and appointment location, or between lodging and the appointment location when other ticketed travel is used. Reimbursement will be limited to the allowed mileage rate for a POV without prior authorization from the AO. If approved prior to travel, reimbursement will generally be for the lowest cost compact vehicle. If a larger vehicle is deemed medically necessary due to mobility restrictions, a justification letter from a provider will be required for reimbursement. Optional expenses such as additional insurance, GPS, satellite radio, toll transponder, fuel at return, etc. are not reimbursable. Itemized receipts are needed for actual fuel expenses. Prepaid fuel receipts are not allowed. If a rental car is authorized or approved by the AO, reimbursement will not cover more than one day prior to or one day following necessary appointment dates.

The travel period includes travel to and from the appointment location and the residence, appropriate time for the appointment, and an acceptable break for a meal/snacks/gas, if desired.

It does not include shopping or visits to other venues not related to the medical appointment. With rare exception, same-day appointments to Lubbock or Amarillo from Cannon AFB locality, do not qualify for meal or lodging reimbursement, only travel. When traveling to these locations, in order to avoid travel during hours of darkness, it is advisable to make appointments after 10:00 AM Central Time. Overnight lodging may be authorized to these locations when medically advisable and approved by the Chief, Medical Staff or designee, or if appointment times must be early morning, such as pre-operative check in, and should be pre-coordinated with the AO.

7. **SECOND OPINIONS:** Active duty service members (ADSMs) must coordinate second opinions with their PCM. Although TRICARE Prime family members, retirees, and retiree family members can self-refer for second opinions, TRICARE Prime beneficiaries will be disqualified from the TRICARE Prime travel benefit without a referral from the PCM or if it's the patient's preference only to seek a second opinion. In such cases, the traveler will be financially responsible for all travel-related expenses, to include lodging, meals, gas, tolls, parking, and tickets for public transportation (e.g., airplane, train, bus, etc.).

8. **NON-MEDICAL ATTENDANT (NMA):** If medically necessary, ONE (1) NMA may be authorized and may qualify for travel expense reimbursement. When the patient is an adult, age 18 or older, the provider MUST verify in writing that the NMA is necessary to provide support to the patient. The NMA must be a parent, legal guardian, spouse, or other adult member of the patient's family, or other adult companion who has been delegated a medical Power of Attorney (POA) by the patient or legally responsible party. Appointed NMAs must be physically capable of providing all self-care, as well as all necessary physical and emotional support to the individual they are attending. Special travel accommodations cannot be made for the NMA except in very rare circumstances. For chronic medical conditions, the provider may request the NMA letter be valid for up to one year, but must detail the required support to be given. For NMAs that are DoD personnel (active duty/civilian), reimbursement will be made using the standard travel and transportation allowances per the JTR. It is the responsibility of the qualifying NMA to arrange absences with his/her unit or duty station chain of command. Orders may be processed as TDY orders in DTS where reimbursement is attached. NMAs may also be processed as permissive travel through LeaveWeb for same-day appointments. Where no benefit is attached, these trips do not require provider authorization, unless requested by the unit commander. Travel reimbursement will be made based on the status of the patient, unless the patient is a minor, and may not be claimed by both the patient and NMA, except for ticketed travel.

9. Should you have any questions, please visit the 27 SOMDG TRICARE Operations and Patient Administration's (TOPA) Patient Travel representatives located on the second floor of the 27 SOMDG or call (575) 784-2278, option 5, option 3, option 2.

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