



# 97TH MEDICAL GROUP

## Patient Travel Reimbursement Guide

CAO 21 NOV 2025



*Premier Medical Clinic – Ready, Reliable, Resilient*





# Overview



- What is the Defense Travel System (DTS)?
- Who is eligible for reimbursement?
- What is eligible for reimbursement?
- Mileage reimbursement details
- Meal reimbursement details
- Lodging reimbursement details
- Tolls reimbursement details
- How to submit for reimbursement



*Premier Medical Clinic – Ready, Reliable, Resilient*





# Who is Eligible for Reimbursement



- IMPORTANT: You must be enrolled in TRICARE Prime to be eligible for reimbursement
- Active-Duty members and their dependents
- Civilians employed by the DOD
- Retirees
- Non-medical Attendants



*Premier Medical Clinic – Ready, Reliable, Resilient*





# What Determines Eligibility for Travel Reimbursement?



- Must have a TRICARE approved referral authorization  
--AND--
- Active Duty may be reimbursed for any travel distance determined by the distance from the 97 MDG or the off-base Primary Care Manager's (PCM) address (if enrolled off-base)
- Non Active Duty TRICARE Prime patients may receive reimbursement if the travel distance from the PCM address is greater than 100 miles
  - Active Duty members accompanying family members under age 18, or greater than age 18 (with a non-medical attendant (NMA) memo from the patient's PCM) may receive reimbursement – must obtain the NMA letter in advance of appointment



*Premier Medical Clinic – Ready, Reliable, Resilient*





# What May I be Reimbursed For?

## ➤ Mileage

- Varies, see:  
<https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/>

## ➤ Meals

- Active Duty
  - 75% of locality per diem rate
  - No receipts required
- Non Active Duty
  - Only when travel is in excess of 100 miles
  - Reimbursed for patient only
  - Itemized food receipt required
  - Limited to 75% of locality per diem rate

## ➤ Lodging

- Authorized if specialty appointment is medically necessary to be scheduled before 0900 (physician note required)
- Facility referred to must be at least 100 miles away from the patient's PCM
- Valet parking not reimbursed if free parking bypassed
- Itemized hotel receipt required-limited to locality rate of appointment location

## ➤ Tolls

- Reimbursed with no receipt required





# How to Submit for Reimbursement?

- Active-Duty members file for reimbursement through Defense Travel System (DTS):  
<https://dtsproweb.defensetravel.osd.mil/>
- Active-Duty members file in DTS on behalf of dependent
- Non-Active Duty members may bring supporting documents to the 97 MDG Referral Management Center (building 46). The Patient Travel team will assist the patient with filing. Please call 580-481-5382 for an appointment.

## ➤ Supporting Documents:

- Proof of medical appointment –do not attach clinical notes in DTS (PHI is not authorized in this system) - recommend use of DHA Form 126  
(<https://www.tricare.mil/-/media/Files/TRICARE/Forms/East/DHA-126-Confirmation-Of-Specialty-Care.pdf>)
- Itemized hotel receipt
- Itemized food receipt
- Referral authorization number: obtained from <https://tricare-bene.triwest.com/signin> for referrals after 1 Jan 2025. Available on <http://www.humanamilitary.com/> for referrals prior to 1 Jan 2025



*Premier Medical Clinic – Ready, Reliable, Resilient*

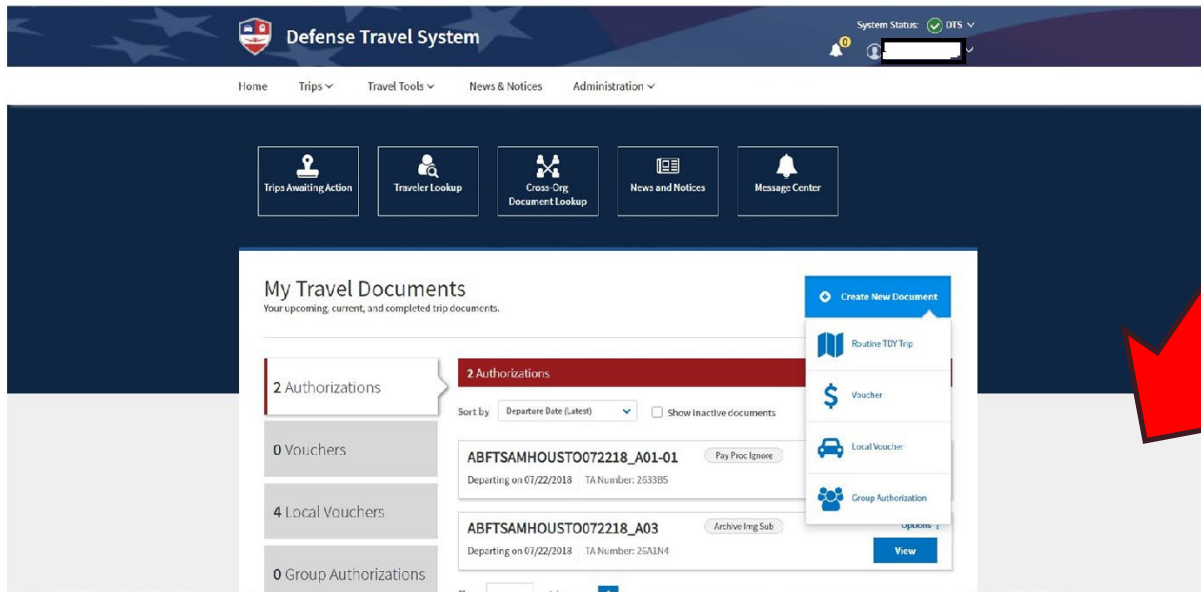




# DTS Submission - Step 1

Once logged into DTS, under “create new document” select “Local Voucher”

<https://dtsproweb.defensetravel.osd.mil/>



*Premier Medical Clinic – Ready, Reliable, Resilient*







# DTS Submission - Step 2



This System Contains CUI//PRVCY

Home Trips ▼ Travel Tools ▼ Message Center Administration ▼

COLLAPSE

**Local Voucher Info**

Doc Name:

Traveler:

[View Adjustments](#)

**Create Local Voucher**

**Finances**

Expenses

Accounting

Financial Summary

**Review**

Review Profile

Review Local Voucher

Pre-Audits

## Local Voucher

Enter the local voucher date and specify any conference or event attendance. Expenses can now be added daily until the document is signed.

### Create Local Voucher

Local Voucher Date \* ⓘ

06/12/2024

Reference ⓘ

Are You Attending a Conference or Event? \*

No

Cancel Continue >

Select your appointment date.

This will remain "no."

*Premier Medical Clinic – Ready, Reliable, Resilient*







# DTS Submission - Step 3



Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

COLLAPSE

**Local Voucher Info** ^

Doc Name:  
AB070120\_L01

Traveler\* <sup>i</sup>

[View Adjustments](#)

Create Local Voucher

**Finances** ^

Expenses

Accounting

Financial Summary

**Review** ^

Review Profile

Review Local Voucher

Pre-Audits

Sign and Submit

## Enter Expenses

Sort By: Date (Newest) ▼ Expand All

**Add**

Add A New Expense

### Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$0.00	\$0.00

**Continue** >

Under **expenses** click “add”  
This is where we will add  
mileage, tolls, meals, and  
hotel costs.



*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 4



Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

COLLAPSE

Local Voucher Info

Doc Name:  
AD070120\_L01

Traveler:

View Adjustments

Create Local Voucher

Finances

Expenses

Accounting

Financial Summary

Review

Review Profile

Review Local Voucher

Pre-Audits

Sign and Submit

Add New

Select Type\*

Private Auto - Local Area

Attach Receipt

Expense Date\*

07/01/2020

Purpose\*

Type to filter

Start Location\*

Type to search for a starting location

End Location\*

Type to search for an ending location

Cancel Add

Travel Expenses \$0.00 Total Expenses \$0.00

Continue >

After click “Add”, this box will pop up.

- Type** will be “mileage expenses” and then “Private Auto – Local Area” for AD members, or “Private Vehicle – GOV Auth & Avail” for non-AD members.
- Attach Receipt** will be where you upload your POA.
- Expense Date** will be your appointment day.
- Purpose** will be “med appt”
- Start location** will be Altus, OK
- End location** will be the city where your appointment is located.
- Miles** will be the **ONE WAY** mileage amount to your appointment location.
- Scroll down and check the box “create a separate expense for round trip” then hit “add”



*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 5



The screenshot shows the DTS submission interface. On the left is a sidebar with navigation options: Home, Trips, Travel Tools, News & Notices, and Administration. Below these are sections for Local Voucher Info, Finances (with Expenses selected), and Review. The main area displays the 'Add New' modal for 'Tolls/Ferry Fees'. The modal includes fields for 'Select Type\*' (Tolls/Ferry Fees), 'Attach Receipt', 'Purpose\*' (Type to filter), 'Expense Date\*' (07/01/2020), 'Expense Amount\*' (\$), 'Currency Converter', and 'Method of Reimbursement\*'. There are 'Cancel' and 'Add' buttons at the bottom of the modal. In the background, a table shows 'Per Expenses' and 'Total Expenses' both at \$0.00.

To claim toll expense, click “Add”

- Type** will be “transportation expenses” and “tolls/ferry fees”
- Attach Receipt** will be where you can attach your toll receipts (not required)
- Purpose** will be “med appt”
- Expense Date** will be the date of your appointment.
- Expense amount** will be how much you paid in total for tolls. (Trips to OKC are a total of 8.50 in tolls.)
- Method of Reimbursement** will be how you paid for your tolls.

Then click “Add”

*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 6



The screenshot shows the 'Add New' form in the DTS system. The form is titled 'Add New' and has a close button (X). It contains the following fields:

- Select Type\***: A dropdown menu with 'Other - Create Your Own' selected.
- Attach Receipt**: A button to attach a receipt.
- Expense Name\***: A text field with 'Hotel' entered.
- Purpose\***: A text field with 'Med appt' entered.
- Expense Date\***: A date picker showing '07/01/2020'.
- Expense Amount\***: A text field with '\$ NIGHTLY RATE' entered.

At the bottom of the form are 'Cancel' and 'Add' buttons. The background shows the DTS interface with a sidebar menu and a main content area.

To claim hotel expenses, click “Add”

-**Type** will be “other expenses” and “Other – Create Your Own”

-**Attach Receipt** will be where you will attach your hotel receipt.

-**Expense Name** will be “Hotel”

-**Purpose** will be “med appt”

-**Expense Date** will be the date of your appointment.

-**Expense amount** will be the nightly rate of your room.

-**Method of Reimbursement** will be how you paid for your hotel.

Then click “Add”

\*\*To add hotel taxes, repeat the steps above. For expense name it will be “Hotel Tax” and the expense amount will be the total cost of the taxes for your room.



*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 7



[Home](#) [Trips](#) [Travel Tools](#) [News & Notices](#) [Administration](#)

Tolls/Ferry Fees	\$ 7.50	04/22/2019	Receipt Optional	
------------------	---------	------------	------------------	--

## Substantiating Documents

Sort by Name (A-Z)

[+ Add Document](#)

Other	04/15/2019	1 Document Attached	
-------	------------	---------------------	--

## EXPENSE SUMMARY

Total Reservation Expenses	Total Other Expenses	Total Expenses
\$0.00	\$178.02	\$178.02

[Back](#)

[Continue](#)

Once all expenses and documents have been added, scroll down and click “continue.”



*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 8



Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

COLLAPSE

Local Voucher Info

Doc Name:  
AB060419\_L01.1

Traveler:

[View Adjustments](#)

Create Local Voucher

Finances

Expenses

**Accounting**

Financial Summary

Review

Review Profile

Review Local Voucher

Pre-Audits

Sign and Submit

## 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.

Lines of Accounting (LOA)

**No Lines of Accounting (LOA) have been added.**

[Add LOA](#)

Search

From DFCAM97AMWMDG >

Shared LOA >

Cross Org LOA >

**ACCOUNTING SUMMARY**

Calculated Trip Cost  
**\$163.56**

< Back Continue >

You will be brought to the “accounting” screen. Here you will choose your LOA.

Click **add LOA** and under “Cross Org LOA” you will select “**25 DHA PTTVL**” if your travel was after 31 September 24 and before 1 Oct 25.

**For any appt after 1 Oct 25**

26 AD PT : Service Member is going to their own appointment.

26 AD NMA: Service Member is a non-medical attendant taking a patient to the appointment.

26 DEPRET PTNMA: If your dependent can take themselves to the appointment.

26 DEPRET PTNMA: If your dependent is taking another dependent to their appointment.



*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 9

Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

**Local Voucher Info**  
Doc Name:  
AB060419\_L01.1  
Traveler:  
[View Adjustments](#)  
Create Local Voucher

**Finances**  
Expenses  
Accounting  
**Financial Summary**

**Review**  
Review Profile  
Review Local Voucher  
Pre-Audits  
Sign and Submit

## Review Financial Summary

**Expense Summary**  
Reimbursable Expenses \$163.56  
Non-Reimbursable Expenses \$0.00  
Total Expenses \$163.56 [Show Details ▼](#)

**Credit Summary**  
Collections \$0.00  
Waiver/Appeals \$0.00  
Net To Traveler \$163.56  
Balance Due US \$0.00 [Show Details ▼](#)

**Entitlement Summary** [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$163.56	\$0.00	\$163.56
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$163.56	\$0.00	\$163.56
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$163.56	\$0.00	\$163.56

[< Back](#) [Continue >](#)

You will be brought to the “Financial review” screen. This shows you a quick summary of your reimbursements.

Click “continue.”



*Premier Medical Clinic – Ready, Reliable, Resilient*







# DTS Submission - Step 10

Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

[COLLAPSE](#)

**Local Voucher Info** ^

Doc Name:  
AB060419\_L01.1

Traveler:

[View Adjustments](#)

Create Local Voucher

**Finances** ^

Expenses

Accounting

Financial Summary

**Review** ^

**Review Profile**

Review Local Voucher


Pre-Audits

Sign and Submit

## Review Profile

You can make changes to your profile for this document or save them permanently.

### Profile

	ALTUS AFB, OK Permanent Duty Station	GTCC Card ending in	Exp. Date
	ALTUS AFB, OK Email	Checking Account Account ending in	

[Open Profile](#)

[< Back](#) [Continue >](#)

This screen is a review of your profile. Double check that all your information is correct.

If you need to make a correction, click “open profile” and adjust accordingly.

If everything is correct, click “continue.”



*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 11



Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

COLLAPSE

**Local Voucher Info** ^

Doc Name:  
AB060419\_L01.1

Traveler:

[View Adjustments](#)

Create Local Voucher

**Finances** ^

Expenses

Accounting

Financial Summary

**Review** ^

Review Profile

**Review Local Voucher**

Pre-Audits

Sign and Submit

## Review Local Trip Voucher

Print

**Details for:**  
AB060419\_L01.1 ⓘ

Local Voucher Dates: 06/04/2019 - 06/04/2019

Attending a Conference or Event: No

Conference/Event Name: N/A

Reference: [Add Reference](#)

Comments to the Approving Official [Add Comments](#)

### Travel Expenses

Expand All | Collapse All [Go to Expenses](#) →

**EXPENSES** Total: \$163.56

[Hide Details](#) ^

Private Auto - Local Area Med appt	Location	METHOD OF REIM. Personal	DATE 06/04/2019	COST \$81.78 141 miles
Private Auto - Local Area Med appt	Location	METHOD OF REIM. Personal	DATE 06/04/2019	COST \$81.78 141 miles

Here you will review your voucher.

Before you go over everything you've submitted make sure to put the referral authorization number in the comments section.

Make sure you added all expenses, selected the appropriate LOA, and have attached all documentation.

Scroll to the bottom of the screen and click "continue."



*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 12



Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

[COLLAPSE](#)

**Local Voucher Info** ^  
Doc Name:  
AB060419\_L01.1  
Traveler:  
[View Adjustments](#)  
Create Local Voucher

**Finances** ^  
Expenses  
Accounting  
Financial Summary

**Review** ^  
Review Profile  
Review Local Voucher  
**Pre-Audits**  
Sign and Submit

## Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

### Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.  
[Constructed Travel Worksheet](#)

**0 PRE AUDITS**

There are no Pre-Audits.

**0 ADVISORIES**

There are no Advisories.

[< Back](#) [Continue >](#)

This page will show any items have been flagged and need justification.

If you have items that were flagged, click "provide justification" and once you have finished typing your justification, click "save"

Scroll down and click "continue."



*Premier Medical Clinic – Ready, Reliable, Resilient*





# DTS Submission - Step 13



Create Local Voucher

Finances

- Expenses
- Accounting
- Financial Summary

Review

- Review Profile
- Review Local Voucher
- Pre-Audits
- Sign and Submit

11/20/2025 03:43PM  
CREATED  
NAME

(Pending)  
SIGNED

DOCUMENT STATUS \*  
☒ I agree to SIGN this document

ROUTING LIST \*  
DHA PATIENT TVL

Additional Comments [Add Comments](#)

NAME  
TODAY'S DATE  
11/20/2025

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 AO.

Submit Completed Document

This is your final page to sign and submit your voucher. Ensure that your **routing list** is "DHA PATIENT TVL."

Check the box that says "I agree to SIGN this document"

Then click "submit completed document."

After you click "submit" a blue button will pop up that say "confirm and continue" click that.

You are all done!

#### CONFIRM SUBMISSION

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim (18 USC Sections 287 and 1001, and 31 USC Section 3729).

[Cancel](#)

[Confirm and Continue](#)



*Premier Medical Clinic – Ready, Reliable, Resilient*





# QUESTIONS



- Please contact the Referral Management Center for questions:
  - 580-481-5362



*Premier Medical Clinic – Ready, Reliable, Resilient*

