**TRICARE Prime Travel Benefit Instruction/Checklist**

The TRICARE Prime outpatient benefit is for non-active duty beneficiaries enrolled to Navy Readiness and Training Command Twentynine Palms or Navy Medicine Readiness and Training Unit China Lake. Travel **may be** reimbursed for specialty care outside of 100 miles (one-way). Travel expenses will not be authorized for convenience, elective procedures, second opinion requests, or non-covered benefits. If you do not have a CAC card, please submit paperwork via [**https://safe.apps.mil**](https://safe.apps.mil). Travel forms can be found on <https://twentynine-palms.tricare.mil/Patient-Resources/Travel-Benefit>

**What you will need:**

* 01 Patient Information Worksheet. \*\*\* DO NOT FORGET TO SIGN \*\*\*
* 02 Navy Medicine Request Form – Fill out only blocks 1-4e.
* 03 Electronic Fund Transfer Authorization Form (Patient and patient SSN).
* 04 NMA Memorandum Form - required for Active Duty and Government Employees who serve as the NMA on Federal workdays.
  + Specialty care provider endorsement for NMA is required for adult patient.
  + NMA accompanying minor dependents does not require provider endorsement.
* 05 TRICARE Prime Travel Benefit Vignettes – Examples for review.
* Proof of kept appointment.

**Meals and Parking Reimbursement Procedures:**

* Meals may be reimbursed for patient and NMA **only**. Itemized meal receipts are required. Non-itemized meal receipts will not be reimbursed. Credit card or bank statements do not qualify as receipts. Receipts must be dated during the approved timeline.
* Parking receipts must be stamped with location, date and time.
* AD service members are not approved for meal reimbursement under 12 hours travel.

**Lodging Reimbursement Procedures:**

* Requests for overnight lodging **require advanced written approval** by the Director of DHB. Submit requests a minimum of 14 business days prior to scheduled appointment to [therese.m.weseman.civ@health.mil](mailto:therese.m.weseman.civ@health.mil) (Twentynine Palms) or [tanya.d.liva.civ@health.mil](mailto:tanya.d.liva.civ@health.mil) (China Lake). Submit completed travel forms and pending appointment documentation.
* Requests for lodging will generally not be approved if the total time required for travel and is under 12 hours.
* Hotel receipts must have a zero balance ($0.00).
* Lodging is reimbursed based on maximum allowed amount found in the Defense Travel System rates search tool.

**Note**: Beneficiaries **choosing** to go outside of 100 miles for care **without** a referral are not eligible for reimbursement. Additionally, if appropriate services are determined to be closer, beneficiaries **may not be** eligible for reimbursement. Incomplete forms will be denied. Corrected forms may be resubmitted.

Your signature acknowledges acceptance of this policy:

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_