



Reimbursement for Medical Travel Expenses

Patient Administration Division

Irwin Army Community Hospital

Patients may be eligible for reimbursement of expenses if they must travel more than 100 miles from Irwin Army Community Hospital for specialty medical care.

Before You Travel

To request reimbursement, a patient must first obtain pre-authorization from the Patient Travel Office at Irwin Army Community Hospital.

Patients must submit the following documents for pre-travel approval:

- TRICARE authorization (can be printed from www.mytricare.com)
- Documentation of the scheduled appointment
- Memorandum signed by the referring physician stating the reason a Non-Medical Attendant (NMA) is medically necessary (only if requesting reimbursement for the NMA).

Keep in Mind

- ▶ Patients must be enrolled in TRICARE Prime to be eligible for travel reimbursement.
- ▶ Lodging is only authorized for appointments prior to 8 a.m.
- ▶ Rental cars must be pre-approved and they are authorized by exception.
- ▶ Reimbursement for medical travel expenses is not for emergent medical care. It is only for referrals to specialty care services that are not available at Irwin Army Community Hospital.

After You Travel

To complete a voucher for reimbursement, a patient must submit the following documents for each specialty appointment within 5 days:

- Proof of appointment attendance on the specialty provider's office letterhead
- Authorization memorandum from the Patient Travel Administrator
- Receipts for lodging, meals, or tolls must document payment and be itemized
- Documentation of admission and discharge dates (if admitted)

E-mail documents to:

usarmy.riley.medcom-iach.mbx.iach-patient-travel-administrator@mail.mil

Patients can also submit documents in person by making an appointment with the patient travel administrator located in Room 3G002 (Admissions Office) in the hospital. Call (785) 239-7744 for an appointment. Fax number is (785) 239-7547.

Active Duty Soldiers

Active Duty Soldiers must submit an appointment slip to the Patient Travel Administrator and request a memorandum authorizing travel.

The Soldier will submit the memorandum, appointment slip and receipts to the unit's DTS clerk to process reimbursement.

Reimbursement is authorized only for appointments requiring travel greater than 50 miles and IAW unit SOP.

For travel distance less than 12 hours, AD Soldiers are reimbursed for mileage only.



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- ▶ Scan the QR code above or visit <http://iach.amedd.army.mil/travel-authorization.html>