

## Reimbursable Items List

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*Travelers must provide a receipt to verify claimed travel expenses. Please ensure all receipts are itemized. Travelers should be aware that reservations made through discounted hotel/travel programs (i.e. Orbitz, Travelocity, etc.) do not normally provide itemized receipts so travelers are encouraged to make reservations directly through the airline or hotel. Receipts that are not itemized cannot be reimbursed.*

### Airfare

For distances over 400 miles one-way, the standard transportation mode is commercial air. A traveler who prefers to travel by a non-standard transportation mode may do so but the reimbursement will not exceed the amount the Government would have paid for the standard transportation mode and/or route. DoD policy requires coach (economy) class travel accommodations be used. Airfare is reimbursed up to the maximum rate for government travel. Travelers may contact the TRICARE Regional Office-South Prime Travel Benefit Program (PTBP) at 1-800-576-0375 to get the maximum government rate. Airfare receipts that are not itemized will not be reimbursed.

### Baggage Fees

Airlines often charge a fee for a passenger's checked or hand-carried baggage. When they do, the baggage is considered "excess baggage". Excess baggage fees are reimbursable but are limited to two bags per person and must have a receipt for reimbursement.

### Privately Owned Vehicle (POV)

For distances 400 miles or less one-way, the standard transportation mode is POV. A traveler who prefers to travel by a non-standard transportation mode may do so but the reimbursement will be limited to the amount the Government would have paid for the standard transportation mode and/or route.

### Mileage

Mileage for using a POV is reimbursed as a rate per mile instead of reimbursement of actual expenses. Reimbursement is calculated using the "PCS Travel" mileage rate in the Joint Travel Regulation (JTR). The mileage rates are usually updated once in each calendar year. However, on occasion a special adjustment has been made within the year due to changed costs. For the current mileage rate, please go to <http://www.defensetravel.dod.mil/site/otherratesMile.cfm>. The PTBP uses the Defense Table of Official Distances (DTOD) to determine official distance.

### In/Around Mileage

Travelers using their POV are entitled to official local in/around mileage for distances traveled between the lodging facility and the specialty care provider's location only. Simply jot down any official miles based on the vehicle's odometer readings and claim them under POC Miles on the travel voucher.

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### Rental Car

The cost of renting a car may be reimbursed up to the rate of a compact-size vehicle. Insurance and extras (i.e. satellite radio, GPS, fuel option, etc.) are not reimbursable. The actual fuel expense may be reimbursable with an itemized receipt.

### Lodging

Several factors will be considered when determining whether lodging is authorized. Travelers that plan to obtain lodging should call our office to see if reimbursement is authorized. Travelers must have proof of the date and time of the specialty care appointment in order to be reimbursed for lodging expenses. Hotel receipts must have a zero balance. Traveler reimbursement is based on the location of the specialty care provider and not the accommodations. For the maximum lodging rate, please go to <http://www.gsa.gov/portal/content/104877>.

### Reasonable Travel Hours

The Joint Travel Regulation (JTR) states that one-day travel is authorized for each 400 miles (one-way) of official distance of authorized travel. Reasonable times of travel are 0600 -2400 daily. Travelers will not be reimbursed for lodging if the destination can be reached within reasonable travel times during the day of the appointment.

### Examples

Mrs. Washington had a specialty care appointment at 0900 and had to travel 300 miles to get from her home to the specialist's office. It would not be reasonable for her to leave home before 0600 so she would not be able to make her appointment on time if she left the same day. Therefore, she was authorized lodging the night before her appointment.

Mr. Adams had a specialty care appointment at 1100 and had to travel 110 miles to get from his home to the specialist's office. It is reasonable for him to leave home the same day of his appointment as the estimated travel time would allow him to leave home during reasonable travel hours and make the appointment on time. Therefore, he was not authorized any lodging.

### Parking

Parking expenses incurred at the specialty care appointment, medical facility, hotel and/or airport terminal are reimbursable. Parking will be reimbursed at the most economical rate available. Valet parking is not reimbursable unless no other parking option was available.

### Taxi or Shuttle Service

If the traveler does not have access to his/her POV, taxi or shuttle service may be reimbursed to get to and from the airport, medical appointments, and/or lodging facilities.

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### Meals and Incidental Expenses (M&IE)

Travelers must itemize both their meal costs and incidental expenses on a daily basis when filing a voucher for reimbursement. A DD Form 1351-3 is required to itemize expenses and assist with calculations. Itemized receipts must be provided to verify expenses claimed. Credit card and/or bank statements do not qualify as a receipt. The M&IE rate for the geographical location. Per Diem rates are set by fiscal year, effective October 1 each year. Go to <http://www.gsa.gov/portal/category/104711> for the current rates. Incidental expenses are expenses including fees and tips given to porters, baggage carriers, hotel staff and restaurant tips. Incidental expenses are limited to \$5 per day.

### Excluded Items

The following items are not reimbursable under the PTBP.

- Toiletries
  - Travel Accessories
  - Bath Accessories
  - Personal Care
- Trash Bags
- Paper Towels & Napkins
- Food Storage Bags & Containers
- Plastic Wrap & Foil
- Alcoholic Beverages
- Tobacco or Tobacco Products
- Dry Cleaning, Laundry Services or Supplies
- Gifts
- Copays and/or Cost Shares (i.e. pharmacy, office visit)

*Travelers with questions about reimbursable items should call the TRICARE Regional Office-South Prime Travel Benefit Program office at 1-800-576-0375.*