Attendant Travel for Specialty Care Over 100 Miles
Overview

Introduction
This overview will provide helpful information on the process of being reimbursed for specialty care that is over 100 miles from the permanent duty station. This information is for attendant (non-military) and Active Duty member travel with a dependent.

TRICARE Prime Information
TRICARE’s website Travel Reimbursement for Specialty Care provides up-to-date information on eligibility and the application process. Listed below are some brief guidelines for the process.
• You must be a parent, spouse, other adult family member (age 21 years or older), or a legal guardian to accompany the dependent patient.
• If the patient is age 18 or older, the referring or treating provider must verify in writing that they need a non-medical attendant.
• No two travelers can get reimbursed for the same expense. This applies to shared expenses like lodging or car rental.
• You must save all of your own itemized travel receipts.

Coast Guard Information
You MUST contact the Coast Guard via email (D11-HSWLSC-PTBREQUEST@USCG.MIL) or call 1-510-637-1214 before you travel. This will provide you with a representative or point of contact.

The Coast Guard requires you to:
• Submit your Prime Travel Benefit request 5 business days before you travel.
• Have travel orders in hand before you travel.
• File your travel claims within 3 business days after your travel ends.

New Information as of 5/22/2017
Active Duty member claim – Enter TDY claim into TPAX and send to HSWL. Once approved submit a paper claim with “Supplemental” written on the top of the form.
Non-Active Duty claim – Submit claim as seen below and write “Dependent Medical Travel” on the top of the form.

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**Important Information**

Book the least expensive travel possible by using:
- Economy class for air or train travel, unless approved.
- Compact class for car rental, unless approved.
- Local government per diem rate for lodging.

Your invoices and receipts must:
- Be in the name of the person submitting the travel claim (patient or non-medical attendant).
- Show valid inclusive dates, billing itemization (e.g. room and tax rate per day), and payment in full (zero balance).
- Show form of payment (cash, check, credit/debit card, etc.).

Your claims must have all the necessary documentation, including:
- Itemized receipts.
- Proof of appointment attendance.
- Non-medical attendant letter, when necessary.
- Active duty or civilian organizational memos, when necessary.
- Signed and completed claim form (DD 1351-2/3).

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**Health, Safety & Work Life Service Center (HSWL) Information**

This guide will be provided by the designated HSWL representative to assist in completing all required steps for the trip to ensure proper reimbursement.
Required Documentation

One of the important documents that must be provided is the DD Form 1351-2 Travel Voucher. Here is an example of the top half of the form with all highlighted pertinent information required.

![DD Form 1351-2 Travel Voucher](image)

Here is the bottom half of the form.

![DD Form 1351-2 Travel Voucher](image)

Here is the link to the form:

**DD Form 1351-2 Travel Voucher**

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Another mandatory form is the DD Form 1351-3 Statement of Actual Expenses. Here is an example of the top half of the form with all highlighted pertinent information required.

Here is an example of the bottom of the form with all highlighted pertinent information required.

Here is the link to the form:
DD Form 1351-3 Statement of Actual Expenses

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Some regions require a confirmation of the visit from the facilitating physician. Below is the form.

Here is the link to the TRICARE website (must scroll down the page to locate this form):

Confirmation of Specialty Care

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Receipts MUST be affixed on an 8.5 x 11” paper using tape with the name of the traveler written in the top right hand corner.

Here is an Example of how to affix food Receipts to match against the Statement of Actual Expenses Form.

The mailing address to send the claim will be provided by your HSWL Service Center representative.

**Note:** Paper travel claims are then forwarded on to the Pay & Personnel Center in Topeka, KS and reviewed and audited a second time. This process may take six (6) weeks for payment. Please retain the completed travel claim and all pertinent documents for six (6) years and three (3) months in the event of an audit.

First-time funds transfer payees **MUST** enroll with the USCG Finance Center for electronic funds transfer. This form can be found at [https://www.fincen.uscg.mil/secure/enrollment_form.cfm](https://www.fincen.uscg.mil/secure/enrollment_form.cfm)

If you want to check on the status of your claim, you can contact your representative or call PPC Customer Care at 866-PPC-USCG (772-8724).