



Defense Health Agency

PROCEDURAL INSTRUCTION

NUMBER 7000.100

December 26, 2025

DHA DAD-HCO

SUBJECT: Patient Travel

References: See Enclosure 1.

1. **PURPOSE.** This Defense Health Agency (DHA) Procedural Instruction (DHA-PI), pursuant to the authority of References (a) and (b), and in accordance with (IAW) the guidance of References (c) through (q), establishes the DHA's procedures to:

a. Identify and delineate official policies associated with reimbursing patient travel in the following categories: Active duty Service members (ADSM), TRICARE Prime-enrolled active duty family members, TRICARE Prime-enrolled retirees, and TRICARE Prime-enrolled retiree family members. Verify reimbursement eligibility IAW the Joint Travel Regulation (JTR) (Reference (f)); Chapter 1, Section 30, of the TRICARE Reimbursement Manual (Reference (g)); and Reference (h).

b. Provide instruction regarding the official patient travel reimbursement process and rules governing program policies. Military medical treatment facility (MTF) personnel may utilize this DHA-PI to provide beneficiaries information and assistance regarding travel arrangements. See References (f) through (i).

2. **APPLICABILITY.** This DHA-PI applies to the DHA, Defense Health Networks (DHNs), and MTFs under the authority, direction, and control of the DHA including assigned, attached, allotted, or detailed personnel.

3. **POLICY IMPLEMENTATION.** It is DHA's instruction, IAW References (c) through (q), that MTFs comply with this DHA-PI.

a. Appoint a Primary and at least one Alternate U.S. Transportation Command (TRANSCOM) Regulating and Command and Control Evacuation System (TRAC2ES)/Patient Movement (PM) clerk for their respective facility.

b. MTF PM clerks will update the TRAC2ES Facility Bed Reporting no later than the last

working day of each month. As MTF capabilities adjust, the PM clerk will update the assigned medical specialties and facility clinical services IAW References (i) and (j).

4. CANCELED DOCUMENTS. This DHA-PI cancels DHA-Procedural Instruction 7000.01, Patient Travel, July 6, 2021.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. PROPONENT AND WAIVERS. The proponent of this publication is the Deputy Assistant Director (DAD), Healthcare Operations (HCO). When components and activities are unable to comply with this publication, the activity may request a waiver including a justification analyzing the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through his or her supervisory chain to the DAD-HCO to determine if the waiver may be granted by the Director, DHA, or his or her designee.

8. RELEASABILITY. **Cleared for public release.** This DHA-PI is available at <https://militaryhealth.sharepoint-mil.us/sites/RPI-J1-AMP-PUBS>.

9. EFFECTIVE DATE. This DHA-PI:

- a. Is effective upon signature.
- b. Will expire 10 years from the date of signature if not reissued or canceled before this date IAW Reference (c).

10. **FORMS.** DD Form 2875, “System Authorization Access Request”, is available at:
<https://www.esd.whs.mil/Directives/forms/whsforms/>.

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David J. Smith, M.D.
Acting Director

Enclosures

1. References
2. Responsibilities
3. Patient Travel Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD (HA))," September 30, 2013, as amended
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, "Publication System," April 1, 2022
- (d) DHA-Administrative Instruction 5015.01, "Records Management Program," November 21, 2023
- (e) DoD Manual 5400.07, "DoD Freedom of Information Act (FOIA) Program," January 25, 2017
- (f) The Joint Travel Regulations (JTR), July 1, 2025, as amended
- (g) TRICARE Reimbursement Manual (TRM) 6010.61-M, April 1, 2015, as amended
- (h) DHA-Procedural Instruction 6000.05, "TRICARE Prime Travel Benefit Program and Combat-Related Disability Travel Program," April 21, 2021
- (i) DoD 7000.14-R, Vol 7A, Chapter 13, "Department of Defense Financial Management Regulations (FMRs): Illness or Injury Payment Programs," February 28, 2025, as amended
- (j) TRICARE Operations Manual 6010.59-M, April 1, 2015, as amended
- (k) DoD Instruction 6000.11, "Patient Movement," June 22, 2018
- (l) U.S. Transportation Command Instruction 4200.04, Volume 4, "TRANSCOM Regulating and Command & Control Evacuation System," June 10, 2022
- (m) Public Law 114-328, "National Defense Authorization Act for Fiscal Year 2017," December 23, 2016
- (n) Public Law 115-91, "National Defense Authorization Act for Fiscal Year 2018," December 12, 2017
- (o) Public Law 115-232, "John S. McCain National Defense Authorization Act for Fiscal Year 2019," August 13, 2018
- (p) Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020," December 20, 2019
- (q) Code of Federal Regulations, Title 32, Part 199

ENCLOSURE 2
RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will:
 - a. Develop and issue implementing and procedural guidance to specify documentation and management procedures for record systems supporting Patient Travel procedures.
 - b. Ensure Directors, MTF, comply with, oversee, and execute the procedures outlined in this DHA-PI.

2. DAD-HCO. The DAD-HCO must:
 - a. Develop and issue implementing and procedural guidance, IAW Reference (b), to specify documentation management procedures supporting Patient Travel functions.
 - b. Collaborate with appropriate stakeholders to make necessary changes to MTF processes to ensure implementation of the Patient Travel procedures outlined in this DHA-PI.

3. DIRECTORS, DHN. The Directors, DHN, will monitor Patient Travel procedures compliance outlined in this DHA-PI for the MTFs in their areas of responsibility.

4. DIRECTORS, MTF/MEDICAL AUTHORITIES OR DESIGNEES. Directors, MTF/Medical Authorities or Designees, will:
 - a. Implement and execute the procedures and actions outlined in this DHA-PI IAW References (d) thru (q).
 - b. Appoint a Primary and at least one Alternate TRAC2ES/PM clerk for their respective facility.

ENCLOSURE 3

PATIENT TRAVEL PROCEDURES

1. PATIENT TRAVEL

a. Tables 1-4 of this Enclosure identify the specific JTR citations governing patient travel reimbursement by specified beneficiary category and location (continental United States (CONUS), the 48 contiguous states and the District of Columbia, excluding Alaska and Hawaii; and outside CONUS (OCONUS) including non-foreign OCONUS, encompassing Alaska, Hawaii, and U.S. territories and possessions).

b. For ADSM-directed travel, refer to the member's respective Service-specific policies.

c. All active duty U.S. Public Health Service members and family members in Alaska and Hawaii should contact PHSMACCHQ@hhs.gov for patient travel information/assistance.

2. OTHER COMMON RELATED TRAVEL CATEGORIES

a. Ambulance Services. Ambulance services are covered by TRICARE as specified in References (g) and (j).

b. Convalescent Leave Transportation. This travel is covered for Service members as specified in Section 033003 of Reference (f).

c. Service Member on the Temporary Disability Retired List Required to Submit to Periodic Physical Examination. This travel is covered as specified in Section 033004 of Reference (f).

d. Transfer to or From a Medical Facility or to Home (Including Patients Diagnosed with Mental Disorder). This travel is covered as specified in Section 033005 of Reference (f).

e. Service Member Discharged from St. Elizabeth's Hospital, a Department of Health and Human Services Medical Facility, or a Veterans Affairs Medical Center. This travel is covered as specified in Section 033006 of Reference (f).

f. Medical and Dental Care for an Injury, Illness, or Disease Incurred or Aggravated in the Line of Duty for a Reserve Component Member. This travel is covered as specified of Section 033008 of Reference (f).

g. Travel Within the Permanent Duty Station Local Area. This travel covered as specified in Section 020603 Reference (f).

h. Family Member and Non-Medical Attendant Traveling to a Wounded, Ill, or Injured Service Member or Civilian Employee. This travel is covered as specified in Section 0332 of Reference (f).

3. PM CLERK RESPONSIBILITIES.

a. PM clerks will complete mandatory Joint Knowledge Online TRAC2ES training courses and request Automated Information System access by submitting a completed DD Form 2875, “System Authorization Access Request”, and pertinent training certificates to transcom.scott.tcsg.mbx.trac2es@mail.mil.

b. MTF PM clerks will update TRAC2ES Facility Bed Reporting no later than the last working day of each month. As MTF capabilities adjust, the PM clerk will update the assigned medical specialties and facility clinical services IAW References (k) and (l).

Table 1. CONTINENTAL UNITED STATES (CONUS) OUTPATIENT¹

BENEFICIARY CATEGORY	REFERENCE	PATIENT REIMBURSEMENT	FUNDING RESPONSIBILITY GUIDANCE	REFERRING
Active Duty	JTR 033001, 020305	Per Diem	Follow the ADSM's Service -specific policy	Primary Care Manager (PCM)/ Primary Care Provider (PCP)
Active Duty Family Member (TRICARE Prime-MTF)	JTR 033007 and References (e) (h)	Actual Expense (not to exceed (NTE) local per diem rate)	MTF Resource Management Office (RMO)/TRICARE Health Plan (THP) (See Reference f)	PCM
Active Duty Family Member (TRICARE Prime-Network)				
Active Duty Family Member (TRICARE Prime Remote)			THP (See Reference f)	PCM/PCP
Retiree (under age 65 TRICARE Prime-MTF)			MTF RMO	PCM
Retiree (under age 65 TRICARE Prime-Network)			THP (See Reference f)	
Retiree Family Member (under age 65 TRICARE Prime-MTF)			MTF RMO	
Retiree Family Member (under age 65 TRICARE Prime-Network)				
Non-Prime Medical retiree; treatment for specified combat related disability ²				THP (See Reference f)

¹ Locations inside the 48 contiguous states and the District of Columbia are considered CONUS.

² Combat Related Disability Travel

TABLE 2. CONUS INPATIENT³

BENEFICIARY CATEGORY	REFERENCE	PATIENT REIMBURSEMENT	FUNDING RESPONSIBILITY GUIDANCE	REFERRING
Active Duty	JTR 033001, 020305	None	MTF RMO	PCM/DHA-Great Lakes (GL)
Active Duty Family Member (TRICARE Prime-MTF)	JTR 033007 and References (e) (h)	Actual Expense (NTE local per diem rate)	MTF RMO	PCM
Active Duty Family Member (TRICARE Prime-Network)				
Active Duty Family Member (TRICARE Prime-Remote)			THP (See Reference f)	PCM/PCP
Retiree (under age 65 TRICARE Prime-MTF)			MTF RMO	PCM
Retiree (under age 65 TRICARE Prime-Network)			THP (See Reference f)	
Retiree Family Member (under age 65 TRICARE Prime-MTF)			MTF RMO	
Retiree Family Member (under age 65 TRICARE Prime-Network)				
Non-Prime Medical retiree; treatment for specified combat related disability ⁴				THP (See Reference f)

³ Locations inside the 48 contiguous states and the District of Columbia are considered CONUS.

⁴ Combat Related Disability Travel

TABLE 3. OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS) OUTPATIENT⁵

BENEFICIARY CATEGORY	REFERENCE	PATIENT REIMBURSEMENT	FUNDING RESPONSIBILITY GUIDANCE	REFERRING
Active Duty	JTR 033001, 020305	Travel/Per Diem	Follow the ADASM's MILDEP-specific policy	PCM
Active Duty Family Member (TRICARE Prime-MTF) ⁶	JTR 033101	Actual Expense (NTE local per diem rate)	MTF RMO/MILDEP	
Active Duty Family Member (TRICARE Prime-Network) ⁶				PCM/PCP
Active Duty Family Member (TRICARE Prime Remote) ⁶				PCM
Retiree (under age 65 TRICARE Prime-MTF) ⁷	JTR 033007 and References (e) (h)		THP (See Reference f)	PCM/PCP
Retiree (under age 65 TRICARE Prime-Network) ⁷			MTF RMO/MILDEP	PCM
Retiree Family Member (under age 65 TRICARE Prime-MTF) ⁷			THP (See Reference f)	PCM/PCP
Retiree Family Member (under age 65 TRICARE Prime-Network) ⁷				

⁵ Locations outside of the 48 contiguous states and the District of Columbia, including the Non-Foreign OCONUS Area, are considered OCONUS.

⁶ Family Member must reside with sponsor.

⁷ Applies to Alaska and Hawaii only.

TABLE 4. OCONUS INPATIENT⁸

BENEFICIARY CATEGORY	REFERENCE	PATIENT REIMBURSEMENT	FUNDING RESPONSIBILITY GUIDANCE	REFERRING
Active Duty	JTR 033001, 020305	Travel /Per Diem	MTF RMO/MILDEP	PCM
Active Duty Family Member (TRICARE Prime-MTF) ⁹		Actual Expense (NTE local per diem rate)		PCM/PCP
Active Duty Family Member (TRICARE Prime-Network) ⁹				PCM
Active Duty Family Member (TRICARE Prime Remote) ⁹				
Retiree (under age 65 TRICARE Prime-MTF) ¹⁰	JTR 033007 and References (e) (h)	Actual Expense (NTE local per diem rate)	THP (See Reference f)	PCM/PCP
Retiree (under age 65 TRICARE Prime-Network) ¹⁰				PCM
Retiree Family Member (under age 65 TRICARE Prime-MTF) ¹⁰				PCM/PCP
Retiree Family Member (under age 65 TRICARE Prime-Network) ¹⁰				

⁸ Locations outside of the 48 contiguous states and the District of Columbia, including the Non-Foreign OCONUS Area, are considered OCONUS.

⁹ Family Member must reside with sponsor.

¹⁰ Applies to Alaska and Hawaii only.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ADSM	Active duty Service member
CONUS	Continental United States
DHA-PI	Defense Health Agency-Procedural Instruction
IAW	In accordance with
JTR	Joint Travel Regulation
MILDEP	Military Department
MTF	Military medical treatment facility
NTE	Not to exceed
OCONUS	Outside Continental United States
PCM	Primary care manager
PCP	Primary care provider
PM	Patient movement
RMO	Resource Management Office
THP	TRICARE Health Plan

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this DHA-PI.

Active duty Service member. Full-time duty in the active service of a Uniformed Service, including full time training duty, annual training duty, full time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. A Uniformed Service member is on active duty while in a travel status or on authorized leave.

CONUS. The 48 contiguous states and the District of Columbia. Alaska and Hawaii are not part of the contiguous states and are included in the definition of non-foreign OCONUS.

Defense Travel System. A fully integrated, automated, end-to-end travel management system enabling DoW travelers to create authorizations (Temporary Duty travel orders), prepare

reservations, receive approvals, generate travel vouchers, and receive split reimbursements between their bank accounts and the Government Travel Charge Card vendor.

OCONUS. Locations outside the 48 contiguous states and the District of Columbia. The non-foreign OCONUS area includes Alaska and Hawaii, and U.S. territories and possessions.

Non-medical attendant. A non-medical person authorized to accompany a Service member or civilian employee to or from a medical facility for required medical attention unavailable locally. The attendant takes care of and waits upon the Service member or civilian employee patient. The attendant may travel with the patient and is appointed by a medical authority. (Defined in the JTR as “Attendant”.)

PCM. A military hospital or clinic provider, team of providers, or a civilian TRICARE network provider or practice to whom a Prime enrollee is assigned for primary care services. Enrollees agree to seek all non-emergency, non-mental healthcare services from their assigned PCMs.

PCP. Non-network, TRICARE authorized provider chosen by the beneficiary for primary care.

TRICARE Prime. A health maintenance organization-like program. It generally features use of the MTF and substantially reduced out-of-pocket costs for authorized care provided through private sector health care. Beneficiaries generally agree to use the MTFs and designated civilian provider networks and to follow certain managed care rules and procedures.

THP. The DHA division responsible for private sector care design and execution.

TRICARE Prime Remote. Is available to Uniformed Service members on orders for more than 30 days who live and work more than 50 miles, or one (1) hour’s drive time, from a military hospital or clinic.

Uniformed Services. The Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, the commissioned corps of the National Oceanic and Atmospheric Administration, and the commissioned corps of the Public Health Service.