

TRICARE Prime Travel Benefit (PTB) Traveler Checklist

- **Kept Appointment Verification** - **Kept Appointment Slip**
Required for each claim (or DHA Form 126 can be submitted in its place)-must be from specialty care providers office.
- **DHA Form 131** - **TRICARE Patient Information Worksheet**
Required for each claim-FULLY COMPLETED and signed by claimant.
- **DHA Form 126** - **Confirmation of Specialty Care**
Required for each claim-signed by specialty care provider OR other document stating patient name, appointment date, time and location of appointment may be provided in place of the DHA Form 126.
- **FMS 2231** - **Direct Deposit Form**
Required with the first travel claim received at the beginning of each fiscal year (01 Oct.).
- **DTS PTB Profile** - **DTS Prime Travel Profile Form**
Required once if claimant is not an active duty service member or DoD employee.
- **NMA Letter** - **Non-medical Attendant Letter**
Required if patient is 18+ and requires a non-medical attendant. Must state NMA is medically necessary. Completed by referring provider or specialty care provider. Valid only for 30 days unless otherwise specified.
- **CMD NMA Memo** - **Command NMA Memo**
Required if non-medical attendant is an active duty service member. Completed by SM's chain of command.
- **Receipts** - **Itemized Expense Receipts**
Itemized receipts (meals, parking, toll, etc.). Receipts must be legible and have the date and location details for purchases. Meal receipts must indicate which items belong to the patient and NMA (if applicable). Lodging requires pre-approval and itemized receipt must reflect a zero balance and be in the name of the claimant.