

STEP-BY-STEP PROCEDURES FOR MEDICAL TRAVEL:

1. Employee:
 - a. Takes Physician's Certification for Medical Travel Part I (Attachment 4) to the physician at the base Military Treatment Facility for completion.
 - b. Completes Request for Employee/Dependent Medical Travel (Attachment 3)
 - c. Completes leave request and submits a and b to supervisor.
2. Supervisor approves/disapproves leave request and submits a, b, and c to DSO.
3. DSO:
 - a. Verifies employee is permanently assigned to DoDDS Pacific under current Transportation Agreement. If patient is a family member, verifies he/she is currently residing with the employee.
 - b. Reviews request package and ensures completion of all required documents.
 - c. Forwards to DoDDS Pacific Program Manager for Employee/Dependent Medical Travel for review/approval.
4. Program Manager:
 - a. Reviews package.
 - b. Determines Medical Travel is needed based on the advice of the physician.
 - c. Determines designated point. When questionable, consults physician.
 - d. If authorized, issues Travel Authorization.
5. Employee:
 - a. Requests travel through Government CTO.
 - b. Forwards copy of itinerary and airfare to Program Manager via DSO prior to departure.
 - c. Initiates action in DoDEA Allowances Processing System (DAPS) to stop Post Allowance.
 - d. During treatment, keeps supervisor informed of the status of treatment.
 - e. After treatment, ensures certifying physician completes the Physician's Certification Part II (Attachment 6) prior to returning to PDS.
 - f. Initiates action in the DAPS to start Post Allowance.
 - g. Completes Travel Voucher within 5 days of completion of travel.
 - h. Submits the following to the Program Manager via DSO:
 - ✓ Physician's Certification Part II
 - ✓ Travel Voucher (with supervisor's signature)
 - ✓ Receipts
6. Program Manager:
 - a. Reviews Physician's Certification Part II, Travel Voucher and receipts.
 - b. Issues Amendment if needed.
 - c. Returns approved package to employee
7. Employee:
 - a. Submits claim to Finance Office for reimbursement.
 - b. Upon receipt of reimbursement, employee forwards Travel Voucher Summary to Program Manager.