



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS, CALIFORNIA 92278-8200

6300
HQBN
FEB 25 2019

Battalion Order 6300.1E

From: Commanding Officer
To: All Hands

Subj: MEDICAL RELATED TRAVEL REIMBURSEMENTS

Ref: (a) Joint Travel Regulations
(b) CCO 4650.3A

1. Situation. Frequent outsourcing of medical treatment off of the Marine Corps Air Ground Combat Center (MCAGCC), along with supporting transportation requirements, has created confusion in travel related reimbursements utilizing Headquarters (HQ) Battalion funding for out-of-pocket expenses.

2. Cancellation. BnO 6300.1D

3. Mission. To standardize instructions for providing prompt and complete administrative assistance for medical travel related expenses for routine medical appointments or injured/ill/hospitalized active duty military members.

4. Execution

a. Commander's Intent. This order will be utilized by all members of HQ Battalion when requesting travel reimbursement. Expeditious administration and personal attention for Marines and Sailors undergoing medical treatment is vital in upholding the Marine Corps standard of taking care of our own. Compliance with this order will ensure HQBN Marines and Sailors receive expeditious reimbursement for medical travel expenses.

b. Concept of Operations. Travel reimbursement will be requested via the chain of command to the Battalion S-4. Only medical treatments for active duty personnel that are covered by TRICARE and classified as medically necessary are authorized for travel reimbursement along with subsequent referrals as part of the original referral. Veterans Affairs (VA) appointments that are specifically part of the Medical Evaluation Board due to an initial medical referral are also authorized under this order. VA appointments that provide assistance in filling out claims, or classes providing transition assistance due to medical separation will not be funded under this order.

c. Tasks

(1) Individuals. Upon notification of a referral for medical or dental treatment off of MCAGCC, the member shall adhere to the following requirements.

(a) For medical travel lasting more than one working day.

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(1) Notify the Battalion S-4 ten days prior to beginning any Temporary Additional Duty medical travel for guidance on reimbursement, requirements and orders.

(2) Posses an active Government Travel Charge Card.

(3) Provide documentation from a Competent Medical Authority of the requirement for Escort or Attendant if unable to drive to or from treatment, or if an on-site caregiver is required.

(4) Provide a completed Authorization for Surgery/Convalescence Leave when required. Only the Battalion Commander can approve this authorization.

(5) Within five days of returning from travel, return to the Battalion S-4 to complete a travel claim in the Defense Travel System (DTS).

(6) Provide valid receipts. A receipt is considered valid only when it shows a zero balance and is in accordance with reference (a).

(7) Upon completion of travel, provide written confirmation from the facility providing care, that the appointment was attended. A Display Patient Appointments printout from military treatment facilities showing "Kept Appt" or a written note with the Medical Provider's letterhead are acceptable forms of written confirmation. Documentation showing the date the appointment was scheduled will not be accepted as it does not provide proof the member kept the appointment.

(b) For medical travel lasting less than one working day. Upon completion of travel, provide written confirmation from the facility providing care, that the appointment was attended. A Display Patient Appointments printout from military treatment facilities showing "Kept Appt" or a written note with the Medical Provider's letterhead are acceptable forms of written confirmation. Documentation showing the date the appointment was scheduled will not be accepted as it does not provide proof the member kept the appointment. For appointments at non-military facilities, documentation showing the referral such as the TRICARE referral letter is required. For VA appointments that are specifically part of the Medical Evaluation Boards, documentation showing the referral to the facility is required.

(2) Headquarters Battalion S-4

(a) Screen all medical travel requests for accuracy, attendant/escort requirements, mode of transportation, and appropriate reimbursement rates, in accordance with reference (a) and instructions herein.

(b) Provide government vehicle support if requested.

(c) Ensure required documentation is uploaded into DTS as substantiating records, all procedures were referred by the Naval Hospital Twentynine Palms, and reimbursements are in accordance with the references.

(d) Notify the Commanding Officer of any long term or continuing medical treatment that may be better supported through Wounded Warrior Battalion.

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(3) Directors, Officers in Charge, Company Commanders

(a) Ensure all personnel are made aware of the requirements of this order.

(b) Ensure personnel scheduled for Temporary Additional Duty medical travel lasting more than one working day notify the Battalion S-4 ten days prior to departure.

(c) Provide the appropriate assistance to any Marine requiring medical treatment.

(d) Ensure individuals within your organization that serve in the capacity of Organizational Defense Travel Agent (ODTA), Reviewing Official or Approving Official for DTS take immediate action on all medical travel documents that are pending action in DTS.

(g) Ensure all requests for surgery and convalescent leave are forwarded in a timely fashion for the Battalion Commander's signature.

d. Coordinating Instructions.

(1) DTS is the only means of reimbursing travel related expenses. Marines and Sailors who do not have a DTS account will be required to create one. Marines and Sailors are responsible for ensuring they were properly detached from their last command and properly joined to this command prior to requesting any medical travel reimbursement. Any outstanding documents in DTS are required to be completed prior to executing new travel unless specifically waived by the Commanding Officer.

(2) There are two types of medical travel with different procedures for reimbursement.

(a) TAD Orders. Required where the traveler has appointments scheduled for consecutive days, outside the local area as defined by reference (b), undergoing a medical procedure that requires preparation the night prior and traveling would not be in the best interest of the patient, and certain procedures that require the traveler to remain in the area for observation.

(b) Same Day. Routine appointments regardless of appointment time are considered same day. The majority of outpatient surgeries fall under this category.

5. Administration and Logistics

a. Administration

(1) All requests for TAD orders will be submitted and approved in DTS prior to executing travel. TAD is considered not approved until the orders are in DTS, approved and funding is obligated. Failure to travel without approved travel orders in DTS may result in significant out of pocket expenses. Normal exceptions are those cases where there was not sufficient lead time (i.e. Marine had appointment at the Twentynine Palms Naval Hospital and was sent down to Balboa Naval hospital the same day.) Marines and Sailors who were authorized TAD for medical travel must notify the Battalion S-4 within five days of TAD completion to file a travel claim.

(2) Reimbursement for same day travel will be submitted in DTS as a local voucher for mileage reimbursement. The owner of the vehicle files this claim. Confirmation from the facility providing care that the appointment was kept and if required referral documentation will be attached as substantiating records. Ensure all documents that contain Personal Identifiable Information (PII) or Protected Health Information (PHI) are masked prior to uploading into DTS. Marines and Sailors do not have to notify Battalion S-4 prior to an appointment if they are only seeking reimbursement for mileage expenses with a local voucher.

(3) Reimbursement rates for mileage TAD and same day travel will be per reference (a). Mileage distances will be calculated by the tables within DTS using zip codes of locations. This will ensure uniformity of all claims. Use of actual odometer readings or internet sites providing driving directions and distances is only authorized for pre-approved in and around mileage during TAD. The normal commuting distance will be deducted on all Local Vouchers for same day travel when the Marine did not go to work due to the medical treatment and lives off the installation.

(4) All documents in DTS pertaining to medical reimbursement will be routed using the "CPEN 29 HQBN CROSSTAD" routing list. This will place the document at the battalion for funding and oversight.

(5) Marines and Sailors who do not have an established DTS account must contact the ODTA at Battalion S-4. Members who have a DTS account will contact the Battalion ODTA at S-4 to assist requesting travel reimbursements due to the uniqueness of medical TAD order requirements, cross organizational funding, and medical escorts.

b. Logistics. All Marines are encouraged, to the greatest extent possible, to utilize available government transportation for travel to and from same day medical appointments.

6. Command and Signal

a. Signal. This order is effective the date signed.

b. Command. This order is applicable to all uniformed personnel permanently assigned or temporarily attached to HQ Battalion. The point of contact is Battalion S-4 at 760-830-7394.


S. A. EDWARDS