

ITA INFORMATION SHEET

SELF ONLY TRAVEL (12 hours or under):

1. Will be reimbursed for parking; valet parking is not reimbursable.
2. Mileage reimbursed at the rate of \$0.21 per mile from RSA to specialty clinic.
3. No reimbursement for meals.
4. Receipts must be legible with date and time.
5. Will not accept credit card statements as a receipt.

TRAVEL WITH AUTHORIZED NONMEDICAL ATTENDANT (12 hours or under):

1. The nonmedical attendant will be reimbursed for parking, but not valet parking.
2. Mileage reimbursed at the rate of \$0.21 per mile from RSA to specialty clinic.
3. No reimbursement for meals.
4. Receipts must be legible with date and time.
5. Will not accept credit card statements as a receipt.

SELF ONLY TRAVEL (OVERNIGHT)

1. Will be reimbursed for parking (not valet) and up to per diem limit for lodging and meals. The 1st and last day of travel is 75% of per diem for meals.
2. Mileage reimbursed at the rate of \$0.21 per mile from RSA to specialty clinic.
3. Receipts must be legible with date and time.
4. Meal receipts must be itemized.
5. Will not accept credit card statements as a receipt.
6. If traveling with a non-authorized individual, that individual is responsible for his/her on expenses (meals, lodging, etc.). **(Must maintain separate receipts.)**

TRAVEL WITH AUTHORIZED NONMEDICAL ATTENDANT (OVERNIGHT)

1. The nonmedical attendant will be reimbursed for parking and up to per diem limit for lodging and meals. **Invoices and receipts must be in the attendant's name.** The 1st and last day of travel is 75% of per diem for meals.
2. The patient will be reimbursed for meals (up to per diem) on the days he/she is not in the hospital.
3. Mileage reimbursed at the rate of \$0.21 per mile from RSA to specialty clinic.
4. Separate receipts must be kept separate by patient and the nonmedical attendant.
5. Receipts must be legible with date and time.
6. Meal receipts must be itemized.
7. Will not accept credit card statements as a receipt.
8. If traveling with a non-authorized individual, that individual is responsible for his/her on expenses (meals, lodging, etc.). **Must maintain separate receipts.**

Submit worksheet at least 7 days in advance of appointment/travel.

PLEASE NOTE:

If the patient/NMA is required to fly to/from the appointment, the ITA coordinator will schedule the flight in DTS. If a rental car is needed, this can be scheduled by the ITA Coordinator in DTS at the government rate. The patient/NMA will pay for the rental car when they pick it up and bring the receipt back for reimbursement as above. If the patient/NMA chooses to make their own rental car arrangements, reimbursement will be based on the government rate of a compact size vehicle (INSURANCE AND EXTRAS ARE NOT REIMBURSEABLE). The patient/NMA will provide the rental car receipt as above for reimbursement.

Please do NOT highlight information on receipts.

If patient or nonmedical attendant is active duty, they **MUST** obtain travel orders from their respective unit.

Per diem varies from area to area.

Claim for reimbursement expenditures must be submitted within **5 days** after completion of travel.

If any questions, please call Jacqueline Roach at 256-955-8888, Extension 1047.

For any unresolved issues or disagreements contact the Chief of Patient Administration, Ms. Valeria Hills at 256-955-8888, Extension 1031.