




# Start Here: Your Guide to Board Exam & MOC Funding


Welcome! This guide is your one-stop resource for navigating the funding process for board exams and Maintenance of Certification (MOC). Following these steps will ensure a smooth and timely reimbursement.

## **The 3 Golden Rules**

Before you do anything else, understand these core principles:

1.  **Plan Ahead:** Your funding request for travel must be submitted **at least 6 weeks** before your travel date.
2.  **Book Smart:** You are required to book lodging at or below the government per diem rate. Convenience is not a valid reason for exceeding this rate without prior approval.
3.  **Pay First, Reimbursed Later:** You must pay for your exam fees upfront. Reimbursement will follow after your request is approved and processed.

## **Your 4-Step Checklist to Success**

 Follow these steps in order.


### **STEP 1: Schedule Your Exam**

- Pay for your exam or MOC fee directly with the board.
- Obtain a receipt and a date confirmation letter/email.
- Ensure you also have proof of payment (e.g., credit card or bank statement).

### **STEP 2: Assemble and Submit Your Funding Request**

Gather the following documents and email them as a **single package** to the MC Funding Office:

 [usn.bethesda.navmedleadprodevcmd.mbx.nmlpdc-cme-funding@health.mil](mailto:usn.bethesda.navmedleadprodevcmd.mbx.nmlpdc-cme-funding@health.mil)

 **IMPORTANT:** Funding requests are not processed until ALL required documents are received. Submitting a complete package will prevent delays in authorization and reimbursement.

- **Funding Request Form** (Use the appropriate travel or non-travel template)
- **Command Endorsement** (For travel only; must be on command letterhead)
- **Date Confirmation** (Showing exam date and location)
- **Payment Receipt** from the board (PDF)

- **Bank/Credit Card Statement** showing the charge (PDF)
- **EFT Information Sheet**

### STEP 3: Authorize and Book Your Travel

- **WAIT** for the funding authorization email from NMLPDC Travel Team.
- Once received, **create your DTS authorization within 5 days.**
- Upload the TAD Request Worksheet into your DTS authorization (ensure it is properly completed and signed per your local command requirements), TMCA and XORG Fund Cite.
- **Ensure your Government Travel Charge Card (GTCC) is active prior to travel.**
- Any assistance with the Cross Org LOA Label in DTS please contact NMLPDC Travel Team at [usn.bethesda.navmedleadprodevcmd.mbx.nmlpdc-drm-travel@health.mil](mailto:usn.bethesda.navmedleadprodevcmd.mbx.nmlpdc-drm-travel@health.mil).
- For any other travel or DTS related questions contact your local travel office.

### STEP 4: After the Exam

- Submit your DTS voucher within **5 business days** of completing travel.
- Send a copy of your official exam results to your Corps Chief office planner.
- Upload required receipts and GTCC transactions to ensure proper reimbursement.
- Ensure split disbursement is set correctly in DTS.

#### IMPORTANT:

- Do not use **Uber Cash** or similar payment methods—these will not be reimbursed.
- Reimbursement is based on authorized expenses only.

## How to Avoid the #1 Mistake: Hotel Costs

**The Problem:** The exam is at the "Grand Hyatt," which costs \$250/night, but the per diem lodging rate for the city is only \$131/night.

**The Rule:** You **must** book a \$131/night hotel.

**The ONLY Exception:** You can get approval to stay at the higher-cost hotel only if it is *equal to or results in an overall cost savings* to the government. This must be pre-approved in DTS.

#### **How to Get the Exception Approved:**

In your DTS authorization, you must provide a detailed justification in the comments section and attach the following:

1. **Proof of Search:** Screenshots showing no per diem-compliant hotels were available nearby.
2. **Cost Comparison:** A **Constructed Travel Worksheet (CTW)** showing that the cheaper hotel + daily transportation (e.g., \$40 taxi round-trip) is more expensive than staying at the event hotel.

**Bottom Line:** Without prior, fact-based approval in DTS, you will only be reimbursed up to the per diem rate. You may choose to stay at a higher-cost hotel for personal convenience; however, you will only be reimbursed up to the authorized per diem rate unless an exception is approved in DTS. Any additional cost will be your personal responsibility.