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| **PART V. Case Management**  **Section B. Financial Responsibility and Accountability** | |
| **CHAPTER 6. TRAVEL EXPENSES** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:  • Discern when and how travel expenses may be authorized for Veterans and Veteran attendants.   * Know when to authorize special transportation allowance for Veterans. |
| **Contents** | **General Information**  **Beneficiary Travel Expenses**  a. Initial Evaluation, Reevaluation and Counseling Appointments  b. Intraregional Travel Expenses  c. Interregional Travel Expenses  **Authorization for Travel of Attendants**  a. Relatives Prohibited  b. Attendants not Employed by the Federal Government  c. Attendants Employed by the Federal Government  **Special Transportation Assistance**  a. Periods When Special Transportation Allowance May be Provided  b. Scope of Special Transportation Assistance  c. Determining the Need for a Special Transportation Allowance  d. Relatives Prohibited  **Payment Methods**  a. Travel Inside the Local Area of the VR&E Office  b. Travel Outside the Local Area of the VR&E Office  c. Prepaid Travel Expenses  **VAF 3542 Processing** |
| **Appendices** | Appendix O. VA Forms |
| **Exercises** | 1. Define the circumstances in which travel expenses may be authorized for the Veterans. 2. When is travel expense not authorized? 3. Differentiate intraregional expense and interregional travel expense and describe how those travel expenses may be paid. 4. When can travel expenses be authorized for an attendant? 5. Who may be authorized for attendant travel expense? 6. How is the need for a special transportation allowance determined? 7. What can be paid in a special transportation allowance? 8. Describe the process for paying beneficiary travel and the use of VAF 3542. |
| **Rescissions** | Refer to VR&E Letter 28-24-14, Release of M28R, Part V, titled Case Management, which was released on November 5, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |