



## INSTRUCTIONS

### SECTION I - AUTHORIZATION FOR SERVICE (Instructions to Beneficiary)

- a. If you cannot report on the date and hour specified in Item 3 on the face of the form, please notify the VA facility shown in Item 8 and return this form to that office. **DO NOT REPORT UNTIL YOU RECEIVE ANOTHER AUTHORIZATION.** (Use the blank space below to write to the VA facility shown in Item 8.)
- b. If you have moved to a city or town other than the one shown on the face of this form, enter your new address in the blank space below and indicate whether it is permanent or temporary. Return this form to the VA facility shown in Item 8 and **DO NOT REPORT UNTIL YOU RECEIVE ANOTHER AUTHORIZATION**
- c. If you are authorized to travel by hired vehicle instead of ambulance, the hired vehicle cannot be one which is the property of a relative or Government employee. For definition of a relative, see Section II b (2) below.

### SECTION II - INVOICE FOR SERVICE (Instructions to Ambulance Company and/or Hired Car Operator)

a. Items 14 through 19, under Section II, must be completed by owner or authorized representative who is fully qualified to act on behalf of the company. In addition, the following information (if applicable) must be furnished.

- (1) If part or all of the charge is based on mileage, show the amount of flat fee and amount of mileage separately in Item 17. Also show the number of miles for which mileage is claimed. Note: A flat fee is an agreed upon charge for service rendered within a stated area. Where service is rendered solely on rate per mile times number of miles traveled, no additional fee is allowed. But, if the charge to the general public for like service includes both flat fee and mileage, payment therefore may be made if properly authorized by VA IN ADVANCE or if the charge is so stated in the terms of the contract.
- (2) Indicate the time the beneficiary was picked up and the time the destination was reached. (This should be shown only if there is a contract with VA which specifies different rates for day and night service.)

b. The following instructions apply to companies or individuals who provide hired vehicle service (other than ambulance):

- (1) Travel must be performed by a usually travelled route.
- (2) A hired vehicle cannot be the property of a Government employee or a relative. A relative is a spouse, parent, son, daughter, brother, sister, uncle, aunt, niece, or nephew, by blood or marriage.

### SECTION III - STATEMENT BY VA OFFICIAL OR DESIGNEE

Entries required are self-explanatory.

### SECTION IV - AUDIT BLOCK

Entries are self explanatory.

**NOTE: USE THE BLANK SPACE BELOW FOR COMMUNICATING WITH THE ISSUING VA FACILITY SHOWN IN ITEM 8 ON THE FIRST PAGE OF THIS FORM.**