

**Department of
Veterans Affairs**

Memorandum

Date: February 8, 2024

From: Garth Miller, Executive Director
VHA Member Services

Subject: Request for OMB Review and Emergency PRA Clearance Reinstatement of
OMB Control No. 2900-0798 (VA Form 10-3542 and BTSSS)

To: VA Desk Officer, Matthew S. Eliseo
Office of Management & Budget (OMB)

Cc: VA PRA Clearance Officer, Maribel Aponte
Data Governance & Analytics/Office of Enterprise & Integration

Through the Beneficiary Travel (BT) program, Veterans Health Administration (VHA) provides mileage reimbursement to qualified Veterans or other claimants (referred to as “claimant” hereafter) who incur expense in traveling to healthcare services. Determination criteria for claimant qualification and trip reimbursement are stated in 38 U.S.C. Section 111 and require certain information to be gathered. Claimants may apply verbally, in writing (using VA Form 10-3542) or electronically (using the Beneficiary Travel Self Service System (BTSSS)). The same information is gathered in all instances. This collection of information is necessary to enable the VHA to provide this benefit and appropriately ensure that funds are being paid to the correct claimant.

An emergency Paperwork Reduction Act (PRA) clearance is requested to reinstate the information collection under control number 2900-0798 while VA is processing a regular three-year PRA clearance renewal. The use of regular OMB clearance procedures will not allow the Veteran/beneficiary travel reimbursement program to continue processing claims and would result in a break in service. OMB PRA approval is respectfully requested by February 9, 2024.

Questions may be addressed to Garth Miller via phone at (470) 378-9380 or via email at Garth.Miller@va.gov.

Thank you for your consideration of this matter.

Garth G. Miller, FACHE
Executive Director, VHA Member Services