

# Notify DVA of Overseas Travel

## Overview

The Notify of overseas travel page enables you to add, update or delete travel details records which notify DVA of your overseas travel, including duration.



If you are a client of DVA and are receiving entitlements, you must advise DVA when travelling or moving overseas.



Depending on the duration spent overseas, your eligibility for entitlements may temporarily change.

## The Notify of overseas travel screen

The screenshot shows the 'Notify of overseas travel' page in MyAccount. The page title is 'Notify of overseas travel' with a 'Printable version' link. The main content area includes a 'Current travel details' section with the following information:

Departing:	12/12/2012	Travelling to:	France	<a href="#">Edit travel information</a>
Returning:	12/05/2013			<a href="#">Delete travel plan</a>
Other details:	<ul style="list-style-type: none"> <li>You are continuing to pay rent in Australia</li> </ul>			
Additional information:	I will be sailing for several years but will be returning eventually.			

Annotations on the screenshot include:

- My details menu:** Points to the left-hand navigation menu.
- Edit / delete travel details:** Points to the 'Edit travel information' and 'Delete travel plan' links.
- Current travel details:** Points to the 'Current travel details' section.
- Add travel details:** Points to the '+ Add travel details' link at the bottom of the current details section.

## Add Travel Details

When adding travel details, fields marked with a red asterisk (\*) are mandatory.

To advise DVA of overseas travel through MyAccount:

1. Click on the **Add travel details** link.

The Add travel details screen displays.

## Notify overseas travel [Printable version](#)

### Add travel details

**Are you moving overseas permanently?**  Yes  No

**What country are you travelling to?\***

(If you are travelling to several countries enter the country you will spend the most time in.)

**Departure date?\***

**Return date?\***

No specific return date

**Are you likely to be overseas for more than 6 weeks?**  Yes  No

**Will you be paying rent in Australia while you are overseas?**  Yes  No

**Please select if any of the following people are travelling with you?**  Mr Paul Knighton  Mr Simon Hotham

Add any further information about your trip that you think is important for DVA to know:

## For temporary overseas travel

To advise DVA of temporary overseas travel:

1. For **Are you moving overseas permanently**, select **No** for temporary overseas travel.
2. From the **What country are you travelling to** drop down list, select the country you will be spending the most amount of time in while overseas.
3. In the **Departure Date** field, enter the date you are departing Australia.



When entering dates, you can use the calendar tool (  ) to select a date from a calendar. Alternatively, enter dates in the format *dd/mm/yyyy*.



Note that you may notify DVA of travel that is already underway or complete, so travel dates may be in the past.

4. In the **Return Date** field, enter the date you are returning to Australia. If you are unsure about the return date at this stage, select the **No specific return date** check box.

5. If you selected **No specific return date**, select **Yes** or **No** in answer to **Are you likely to be overseas for more than 6 weeks?**
6. If you are currently in receipt of rent allowance, you will be asked if you **Will be paying rent in Australia while you are overseas?** Select **Yes** or **No**.
7. Select the check boxes for any other people travelling with you.

The following possible travel companions will be displayed:

- spouse or defacto partner who lives with you
- children, grandchildren, nieces, nephews and orphans who live with you.

8. Click on the **Save** button.

The Notify overseas travel screen updates.

Australian Government  
Department of Veterans' Affairs

MyAccount

Welcome, John Person

Home My details Transport Forms and publications Feedback Help Logout

**My details**  
Manage your information

- Personal information
- Contact details
- Income and assets
- Accepted medical conditions
- Card information
- Request replacement card
- Payments
- Claims and benefits requests
- Request additional benefits
- Request official letter
- Notify of overseas travel
- Representatives list
- Manage online account
- Commemoration preference

**✓** Your travel details from 15/04/2013 to 24/04/2013 has been successfully submitted and is being processed.

The travel details list below will be updated with the latest details next time you access MyAccount and once processing is completed.

If your travel details previously notified to DVA have changed, you must notify the changes to DVA by updating them online or [contacting DVA](#) by phone or email.

Should you wish to change your mailing address while you are away, you can via the [Contact details page](#).

**Notify of overseas travel** [Printable version](#)

Planning a trip overseas? You can notify DVA of your overseas travel here. For details on how overseas travel may affect your benefits visit [Travelling or Living Overseas](#). If you wish to discuss travel arrangements that are not listed below please [contact DVA](#). If it your obligation to advise DVA within 14 days (28 days if you live overseas or receive remote area assistance) of an event or change of circumstances that may affect your benefits.

**Current travel details**

Departing:	12/12/2012	Travelling to:	France	<a href="#">Edit travel information</a>
Returning:	12/05/2013			<a href="#">Delete travel plan</a>
Other details:	<ul style="list-style-type: none"> <li>• You are continuing to pay rent in Australia</li> </ul>			
Additional information:	I will be sailing for several years but will be returning eventually.			

[+ Add travel details](#)



Your travel details will appear in the Current travel details once processing is complete. This usually takes a few seconds, so you can see the updated list by selecting the **Notify of overseas travel** hyperlink in the **My details menu** on the left of the screen.

## For permanent overseas travel

Adding travel details where you are moving overseas permanently is a two step process:

- edit residential address details
- add travel details.

The Add travel details screen updates.

To advise DVA of permanent overseas travel:

1. For **Are you moving overseas permanently**, select **Yes** if you are moving overseas permanently.
2. Click on the **Change Residential Address information** link.

The Edit residential address screen displays.



If you have any associated DVA clients, this screen allows you to select **who else will be moving to the new address**.

3. Complete the steps for editing your overseas residential address.



Select the 'Help' button for the full step by step guide on updating address details.

The Notify of overseas travel screen displays again.

Your Residential address update has been successfully submitted. Once your request is processed, your change(s) will appear below.

## Notify overseas travel

[Printable version](#)

### Add travel details

**Are you moving overseas permanently?** Yes

**What country are you travelling to?\*** United States  
(If you are travelling to several countries enter the country you will spend the most time in.)

**Departure date?\***

**Please select if any of the following people are travelling with you?**

Add any further information about your trip that you think is important for DVA to know:

Now that you have successfully updated your overseas residential address details, add your travel details:

4. In the **Departure Date** field, enter the date you are departing Australia.
5. Notice that the people who are moving to the same overseas residential address as indicated are automatically selected as other people travelling with you.
6. Click on the **Save** button.

## Update Travel Details

You can edit or delete your travel details as required.

### Edit travel details

To edit your travel details through MyAccount:

1. Click on the **Edit travel details** link for the desired record.
2. Select **Yes** or **No** in response to **Are you moving overseas permanently?**



If you are editing your travel details from either temporary to permanent or vice versa, the system will guide you to first update your residential address in MyAccount.

3. Update the existing values in the form as required.
4. Click on the **Save** button.

The Notify of overseas travel screen is updated.

### Delete travel details

To delete your travel details in MyAccount:

1. Click on the **Delete travel details** link for the record you wish to delete.



If the travel details you are deleting are for a permanent move, the system will guide you to first update your residential address in MyAccount.

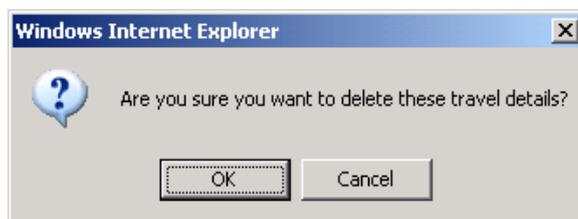
2. If you wish to delete your travel details only, un-select the check boxes of the people you are travelling with.



Travel details will be deleted for all people whose check boxes are selected.

3. Click on the **Save** button.

A confirmation dialog box displays.



4. Click on the **OK** button.

The Notify of overseas travel screen updates.



Your updated travel details will appear in the Current travel details once processing is complete. To refresh the travel details list, select the 'Notify of overseas travel' from the menu again.

## Other functions

 <b>My details</b> Manage your information	To view another section and information from My details, click on a link in the <b>My details</b> menu to the left of the page.
 <a href="#">Printable version</a>	To print a copy of the information displayed on this page, click on the <b>Printable version</b> link.
<b>Help</b> 	To get additional help with the Notify of Overseas Travel screen, click on the <b>Help</b> button at to the top right of the page.
<b>Logout</b>	When you are finished using MyAccount, to log out and finish using the service in a secure way, click on the <b>Logout</b> button.