

View Recent Travel Claims

Overview

From the View recent travel claims screen you can see the status and review the details of travel expense claims you have submitted. You are also able to edit or delete travel expense claims you have saved as a draft or initiate a new travel expense claim.

The View recent travel claims screen.

Transport menu.

Start a new travel claim link.

Draft claim.

Submitted claims.

Claims that have not been submitted are displayed as a 'Draft claim' and appear in a blue box. Claims that have been submitted are displayed with the status 'Processing' or 'Completed' and appear in a grey box.

Claims are listed in date order, with draft claims at the top of the list followed by submitted claims.

View claim details

For each claim, information is displayed in a summarised view. To view the details of a claim:

- To view details of individual trips on the claim, click on the ▶ icon (twistie).



The claim "status" and "amount" may not be displayed for all claims. Please note that your claim has been received and a written advice will be posted to you when processing of your claim has been completed.

The View recent travel claims screen – the most recent submitted claim is expanded.

List of trips added to this claim.

- To view the full details of the claim, including the breakdown of amounts claimed for each trip, click on the **View claim** link to the right of the claim.

The View claim for travel expenses screen displays

Claim status →

Help information and fact sheets →

Trips added to this claim →

Transport
Helping you get about

- Make a transport booking
- View transport bookings
- Claim for travel expenses
- View recent travel claims
- Transport preferences

[Back to recent travel claims](#)

View claim for travel expenses

[Printable version](#)

For help with your Travel Expense Claim call: **1300 550 454** or view the **Entitlements under the Repatriation Transport Scheme Factsheet HSV02 (PDF) (HTML)** or **Transport Modes available under the Repatriation Transport Scheme Factsheet HSV03 (PDF) (HTML)**.

Note that receipts must be retained for 6 months from date the claim is submitted.

Claim number: NSW2011-12345678 Claim status: Paid [View advice](#)

Residential address and contact details

Address: 12 Veteran Road
St Kilda VIC 3000

Phone: 03 1234 5678 Mobile: 04 1234 5678 Email: john.veteran@emailaddress.com.au

Trip information

- 18/12/2010, 11:25am, Dr Barbara Personname-Smithor, General Practitioner, Manly, VIC 3000
Private vehicle: 75kms, Parking fees: \$5.00
- 18/12/2010, 1:25pm, Dr Barbara Personname-Smithor, General Practitioner, Manly, VIC 3000
Private vehicle: 75kms, Parking fees: \$5.00
Accommodation: Commercial, Nights: 3
Attendant: Mrs Mavis Veteran

Total for this claim: \$10

Additional information

I had to stay in hospital for a very long time.

- To return to the View recent travel claims screen, click on the **Back to recent travel claims** link at the top of the screen.

The View recent travel claims screen displays.

Claim status →

Trips added to this claim →

Transport
Helping you get about

- Make a transport booking
- Transport bookings
- Claim for travel expenses
- View recent travel claims
- Transport preferences

View recent travel claims

[Start new travel claim](#)

Click the ▶ to show the trip details of each claim.

Claim number	Date Lodged	Trips	Status	Amount	Actions
▶ Draft claim	1 trip	Edit claim Delete claim			
▶ Claim number: QLD2012-000003	Date Lodged: 26/03/2012	1 trips	Status: Processing	Claimed: \$11.00	View claim
▶ Claim number: QLD2011-000114	Date Lodged: 09/11/2011	1 trips	Status: Completed		View claim View advice
▶ Claim number: QLD2011-000113	Date Lodged: 09/11/2011	1 trips	Status: Completed	Paid: \$14.00	View claim View advice

Completed claims

- To view a copy of the claim advice letter for claims with a status 'Completed', click on the **View advice** link to the right of the claim.

The View claim advice screen displays.

The screenshot shows the 'View claim advice' page in the MyAccount system. The page header includes the Australian Government logo, 'MyAccount', and a welcome message for James John Rutherford. The navigation menu includes Home, My Details, Transport, and Forms and publications. The main content area displays the following information:

- Transport** (Helping you get about)
- [Back to view claim](#)
- View claim advice** (Printable version)
- Travelling expenses claim: QLD 2011-000006
- Total payment: \$47.33
- Thank you for your claim for travelling expenses which was received on 08 August 2011. A claim number has been allocated as shown above.
- For each claim we process, you will be able to view the claim advice online including details of visits paid, as well as any variations.
- Your claim has been accepted and a payment of \$47.33 has been made.
- You will receive a cheque for the above amount in the near future. Please contact the Department if your cheque has not arrived within 14 days.
- Details of each visit included in this claim are as follows:**
 - 18/12/2010, 11:25am, Dr Barbara Personname-Smithor, General Practitioner, Manly, VIC 3000
Private vehicle: 75kms, Parking fees: \$5.00

- To return to the View recent travel claims screen, click on the **Back to view claim** link at the top of the screen.

You have successfully viewed the claim details.

Edit a draft claim

To edit a draft claim:

- Click on the **Edit claim** link to the right of the draft claim.

The Edit claim for travel expenses screen displays.

The screenshot shows the 'Edit claim for travel expenses' page in the MyAccount system. The page header includes the Australian Government logo, 'MyAccount', and a welcome message for John Person. The navigation menu includes Home, My details, Transport, and Forms and publications. The main content area displays the following information:

- Transport** (Helping you get about)
- [Printable version](#)
- This form is for travel relating to Treatment, a Disability Claim, or an Income Support Claim under the Veterans' Entitlements Act 1986 or treatment under Safety Rehabilitation & Compensation Act 1988, or treatment under Military Rehabilitation and Compensation Act 2004 or treatment under the Australian Participants in British Nuclear Tests (Treatment) Act 2006. Note that relevant travel receipts must be retained for 4 months from date the claim is approved as you may be required to present them during this period.
- For help with your Travel Expense Claim call: DVA Transport on **1300 550 454** or view the **Entitlements under the Repatriation Transport Scheme Factsheet HSV02 (PDF) (HTML)** or **Transport Modes available under the Repatriation Transport Scheme Factsheet HSV03 (PDF) (HTML)**.
- 1. Residential address and contact details**

Address: **23 CALLAM ST PHILLIP ACT 2606**

Phone: Mobile: Email:
- 2. Add trip information**

Complete the information below and press the **Add Trip** button to include the trip on your claim. Repeat the process to add more trips. You can add up to 10 trips to a single claim.

Date: Time:

Trips added for this claim

 - 18/12/2010, 11:25am, Dr Barbara Personname-Smithor
[Edit this trip](#) | [Delete this trip](#)

2. Make required changes to the claim.



For instructions and assistance with the Edit claim for travel expenses page, including adding or deleting trips and submitting the claim, see the **Claim for travel expenses** help page.

Delete a draft claim

To delete a draft claim:

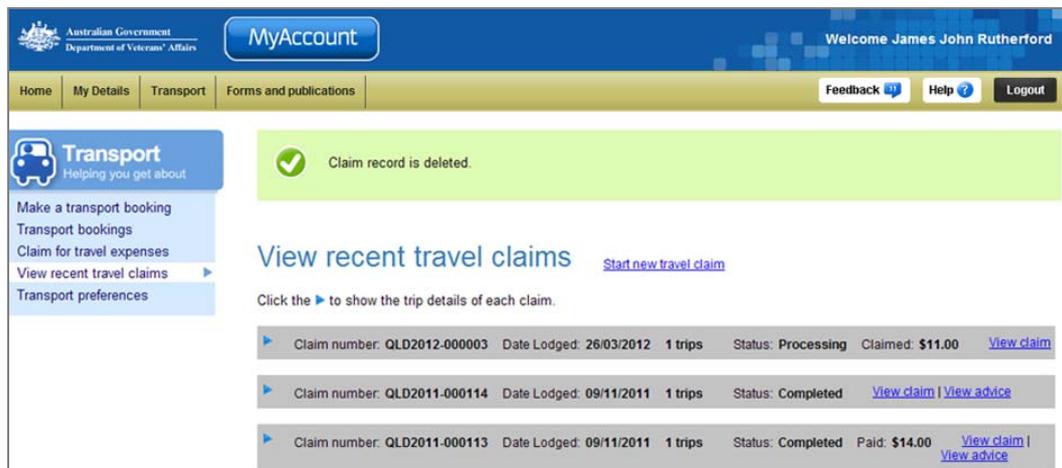
1. Click on the **Delete claim** link to the right of the draft claim.



A confirm dialog box displays.

2. Click on the **OK** button.

The View recent travel claims screen updates.



At the top of the screen, a green success message states the draft claim record has been deleted.

Other functions

<p>Transport Helping you get about</p>	<p>To view another section or perform another transaction related to transport, click on a link in the Transport menu to the left of the page.</p>
<p>Help ?</p>	<p>To get additional help with the View recent travel claims screen, click on the Help button at to the top right of the page.</p>
<p>Logout</p>	<p>When you are finished using MyAccount, to log out and finish using the service in a secure way, click on the Logout button.</p>