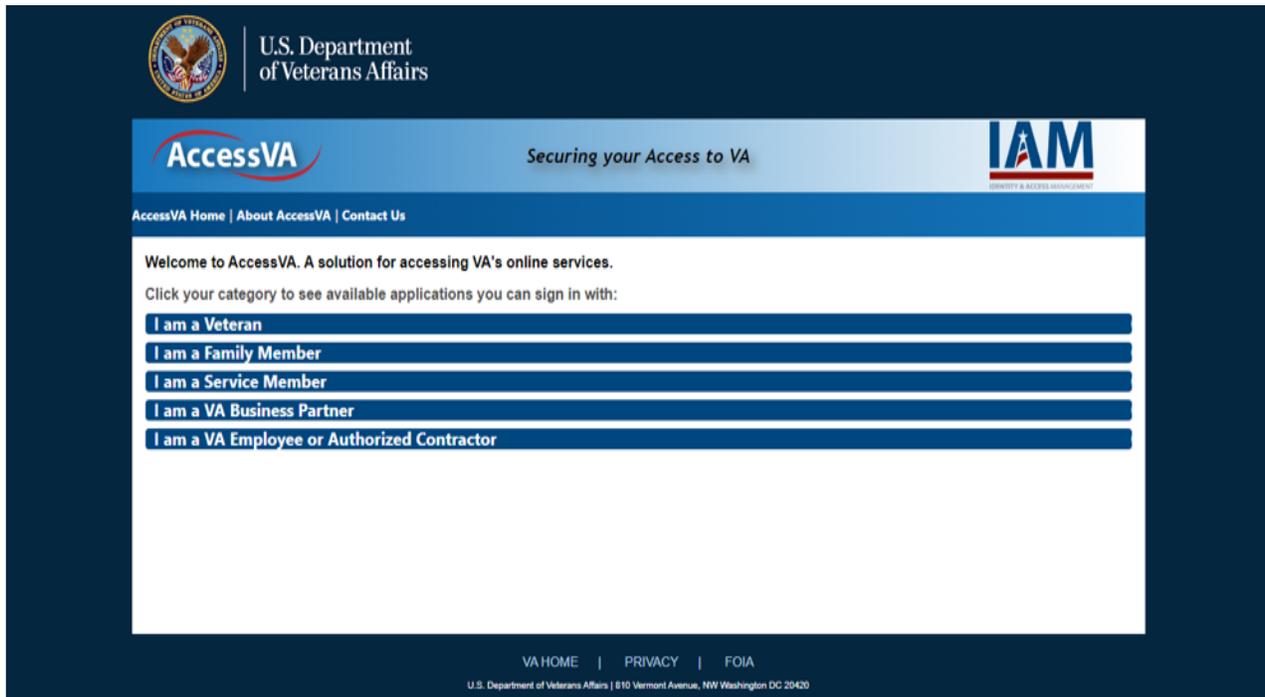


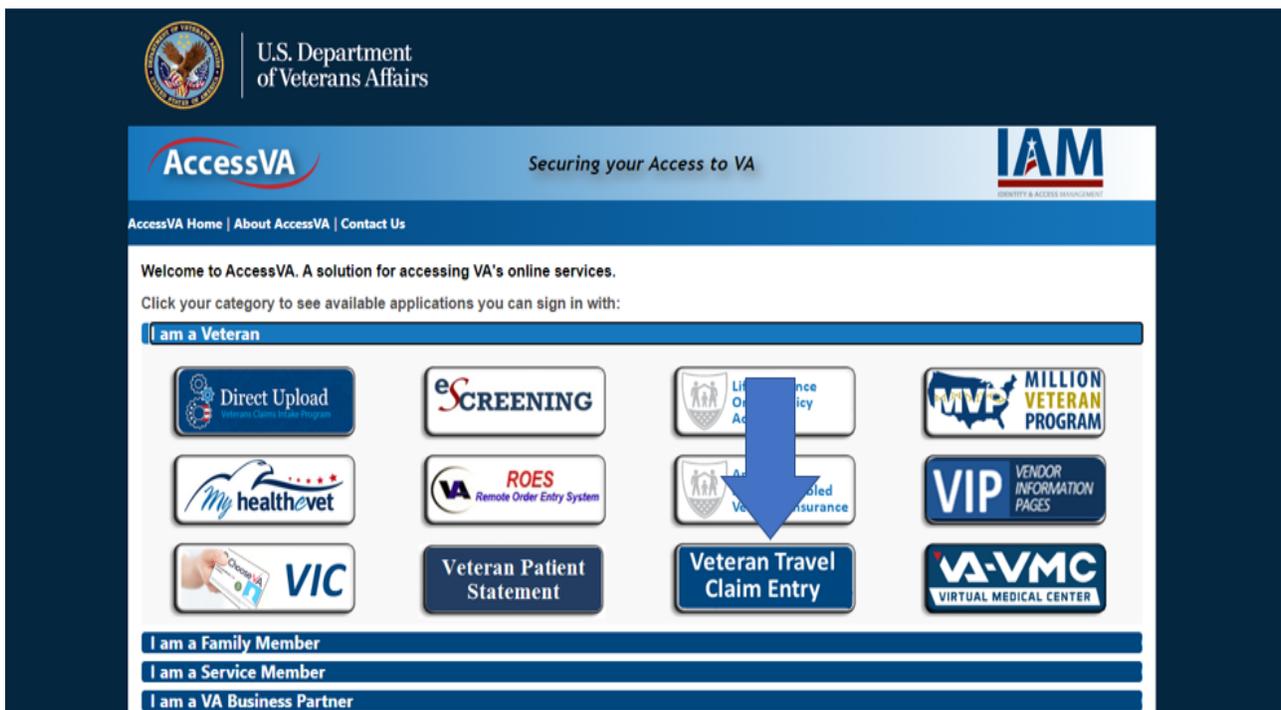
How to submit your travel claim on-line.

Step by Step

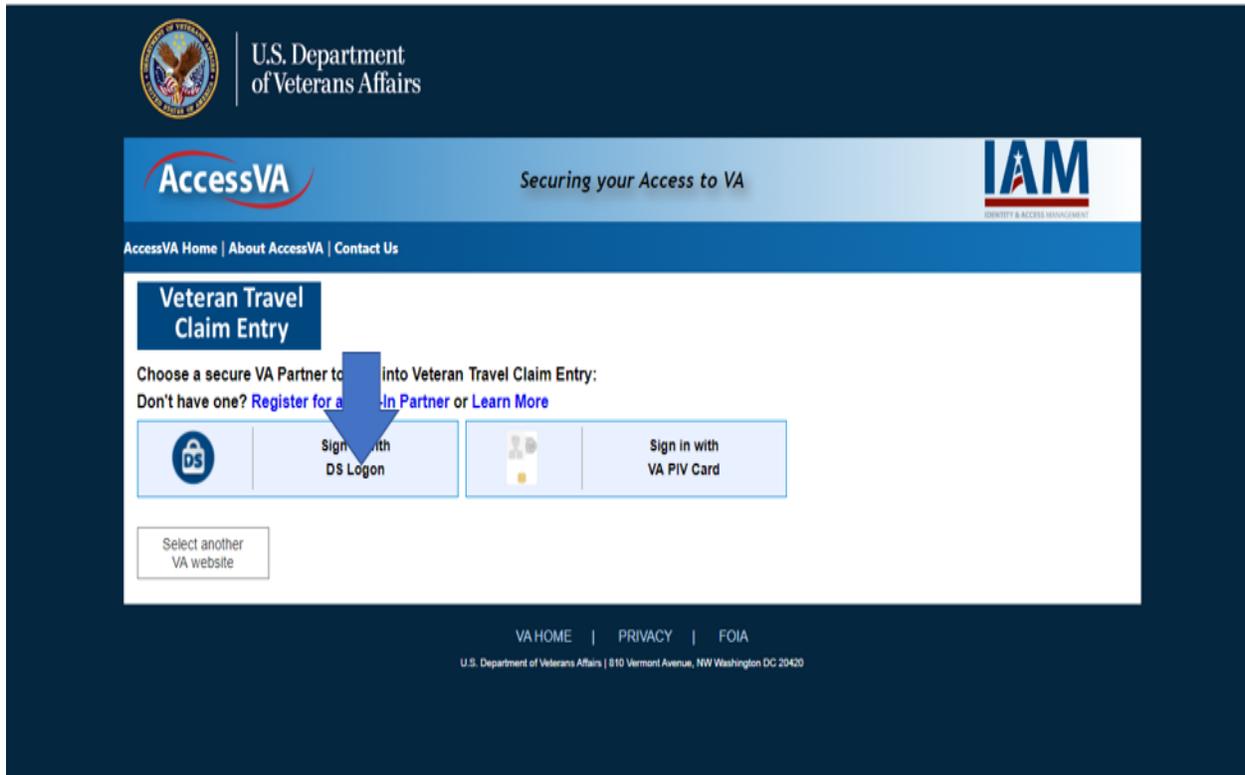
Step 1. Go to <https://access.va.gov>. This will take you to this screen.



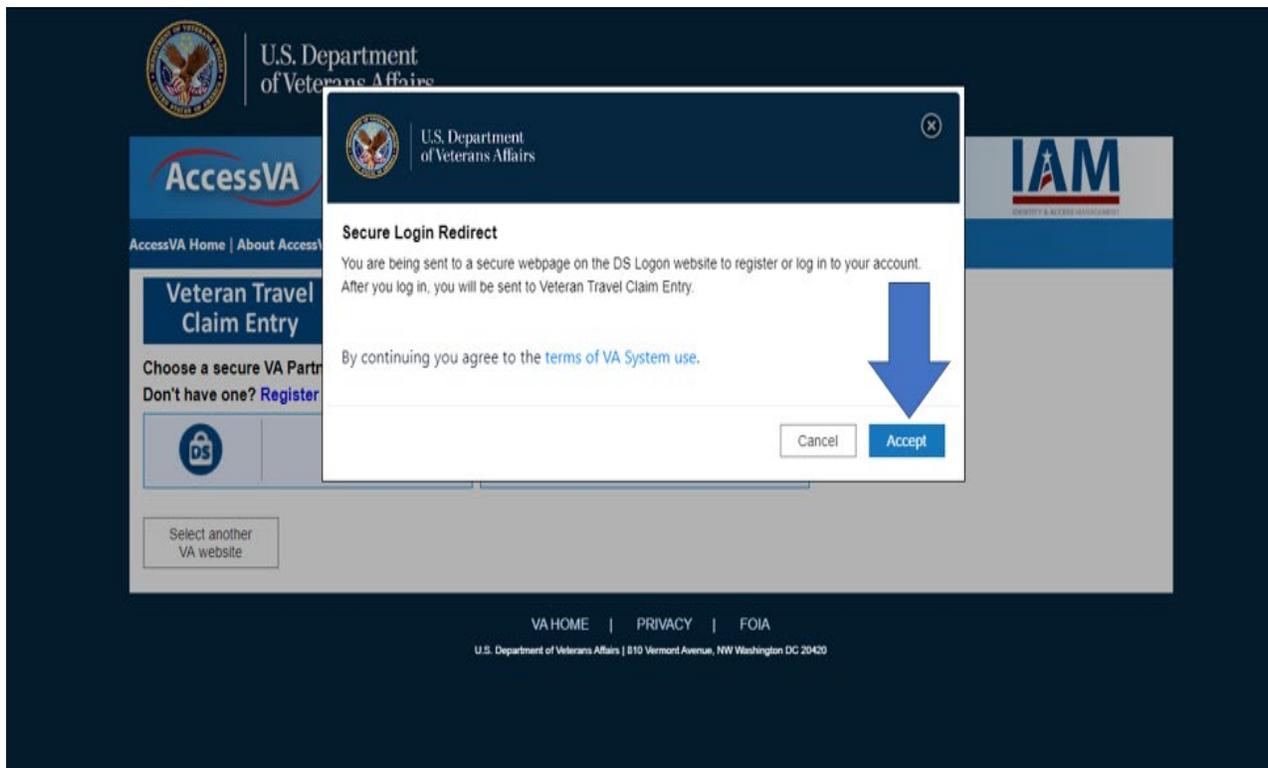
Step 2. Click I am a veteran button. This will take you to this screen.



Step 3. Click the Veteran Travel Claim Entry button.



Step 4. Click the Sign in with DS Logon button



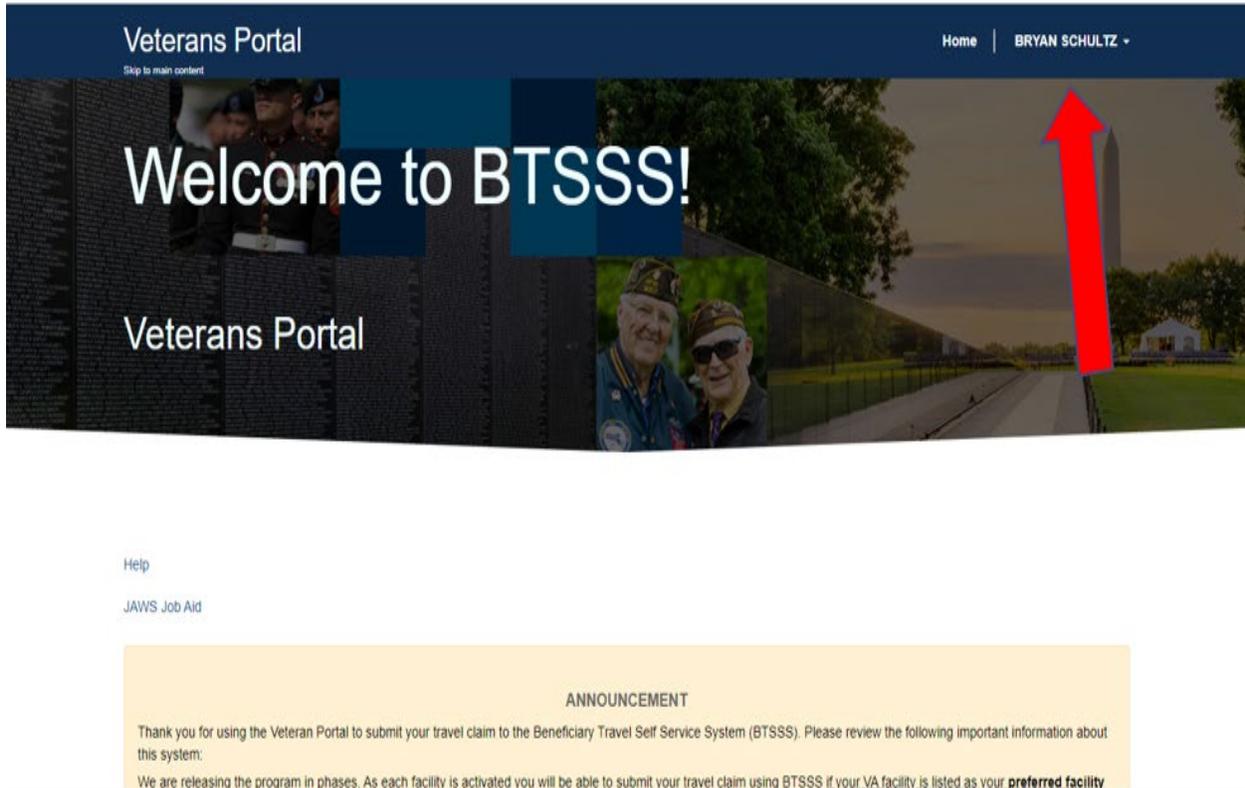
Step 5. Put in your username and password, if no account go to need an account.



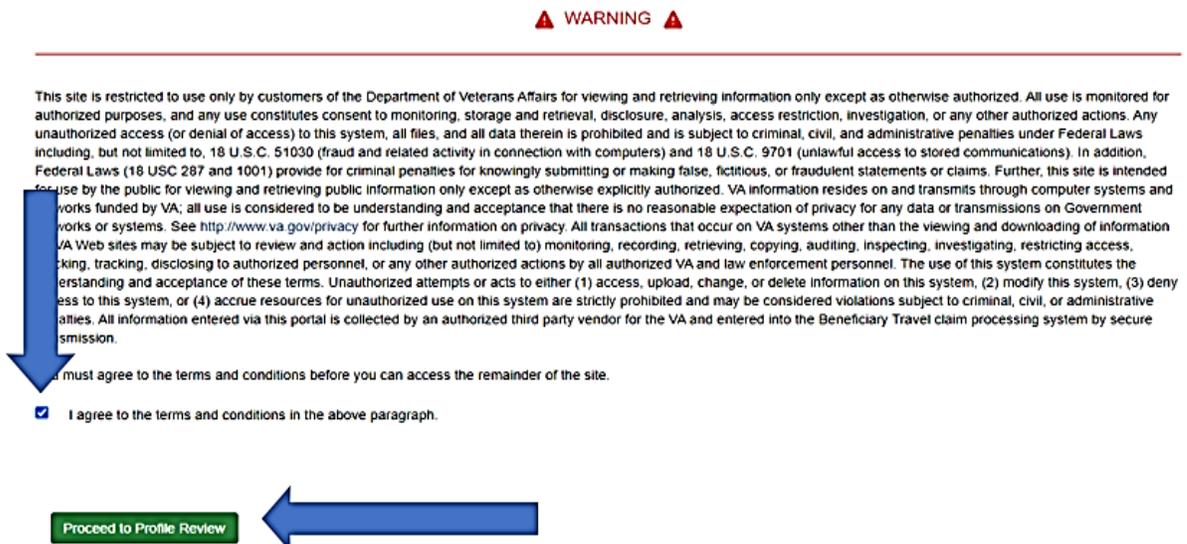
Step 6. Choose your secure image that you chose when setting up account. Then hit continue.



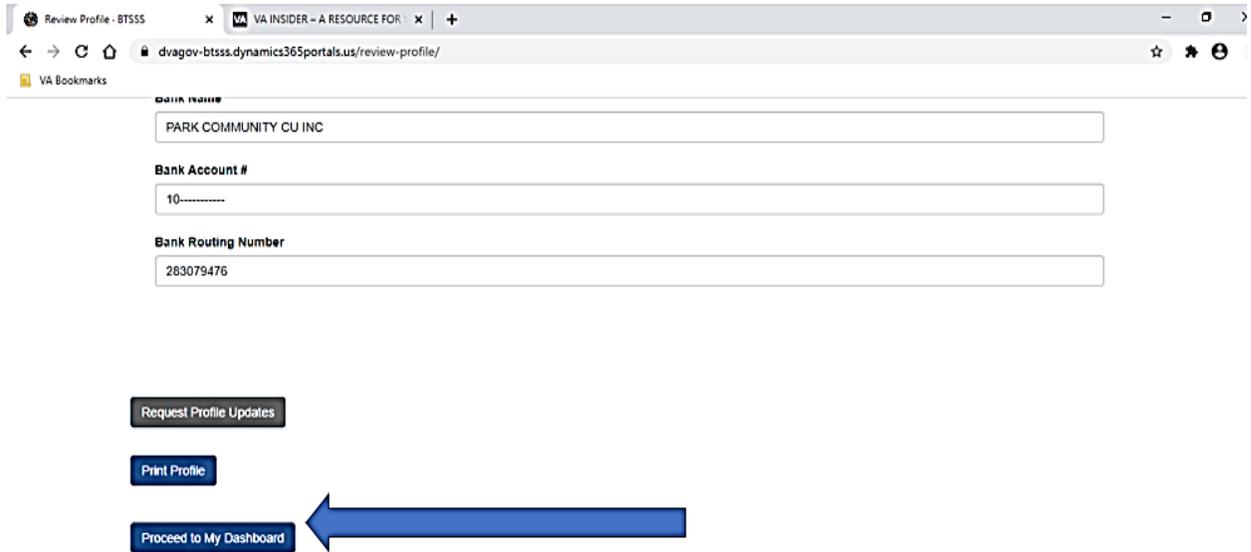
Step 7. You will be directed to the BTSS Screen. This screen will flip and your name will appear in the upper right-hand corner.



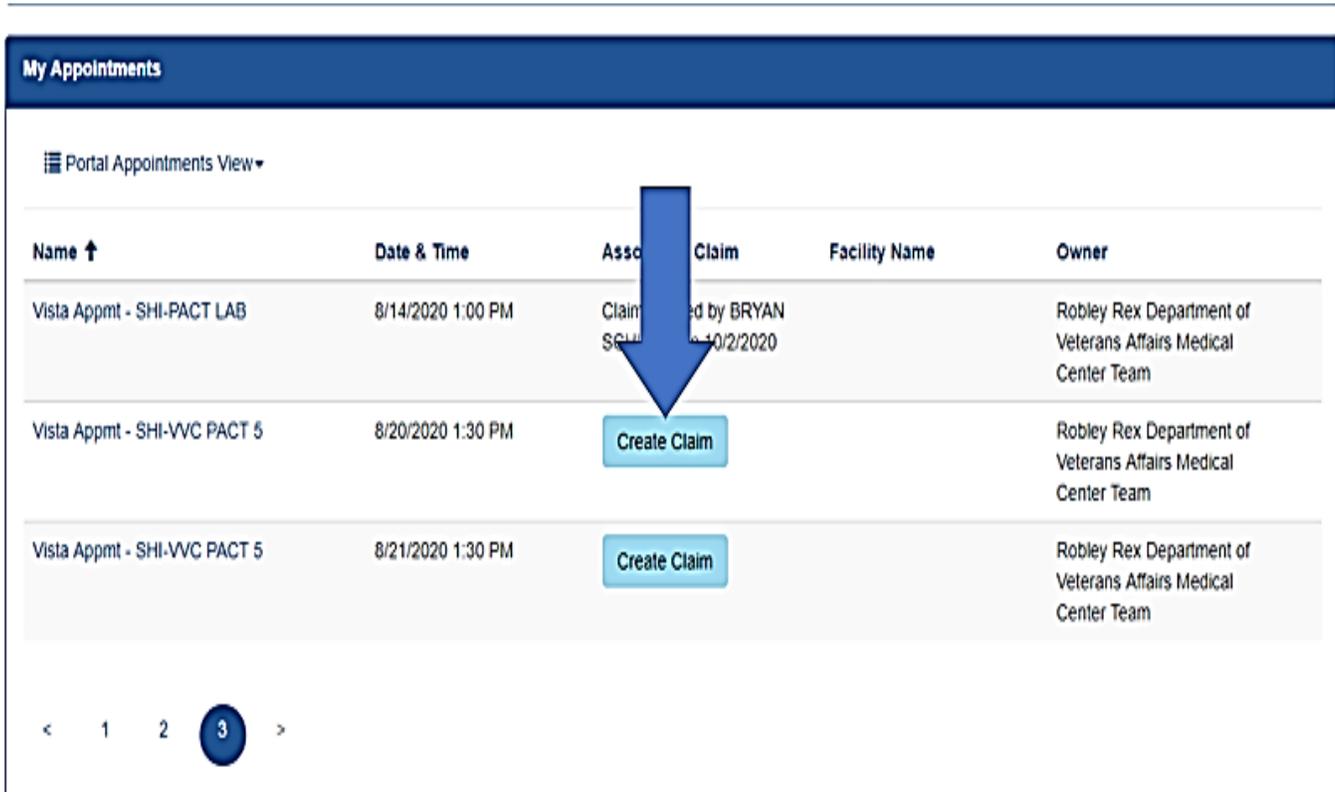
Step 8. Scroll down until you see the agree to terms block. Check the box. The proceed to profile button will turn green then press proceed to profile button.



Step 9. Scroll down to review your profile and at the bottom of page click the proceed to my dashboard button.



Step 10. On this page you can review your claims and submit new claims out of the appointment box. To create claim it will appear as a light blue button in your appointment section. Click button.



Step 11. Scroll to the bottom of page to create claim and add expenses. Click button

First Name * BRYAN	Address Line 1 * 10005 CROOKED OAK WAY
Middle Name ELLIOTT	Address Line 2
Last Name * SCHULTZ	City * LOUISVILLE
Appointment * Vista Appmt - SHI-VVC PAC	State/Province * KY
	Zip/Postal Code * 40291

[Create Claim and Add Expenses](#) 

[Back to Dashboard](#)

Step 12. Scroll down the screen to add attachments, (this only used to add outside appointment verifications and toll fees statement). Below that if you do not have any attachments you will press the Used a personal car to drive to appointment box. The mileage, parking and toll boxes will appear. Press the Add mileage expense box.

There is a maximum of 5 attachments.
If you need to add additional attachments or remove attachments, please contact your facility.

[Add Attachments](#)

Choose an expense type:

- Used a personal car to drive to appointment
- Took a common carrier to get to appointment (e.g. Train, bus, subway, taxi, airplane, etc.)
- Pre-approved for meals and/or lodging

 [Add Mileage Expense](#) [Add Parking Expense](#) [Add Toll Expense](#)

[Back to Dashboard](#)

Step 13. A map with the from/to appointment page will appear (make sure your appointment to information is correct in this area because if defaults to Robley Rex automatically). Scroll down, correct address if needed and go down to add expenses button. Click button.

Help

Claimant: BRYAN SCHULTZ
Appointment: Derm
Date: 10/29/2020 3:00:00 PM
Appointment Facility Name: Robley Rex VAMC
Address: 800 Zorn Avenue
Louisville, KY 40206
Completed?: Yes

Date Incurred (MM/DD/YYYY HH:MM AM/PM) *

10/29/2020

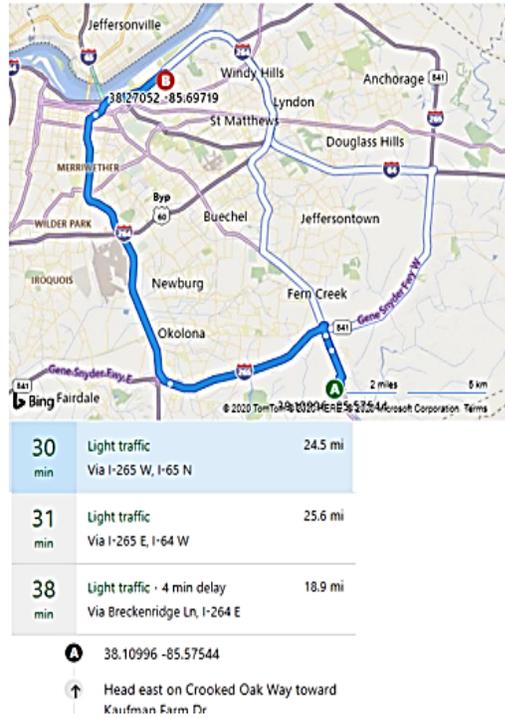
Description

From Address *

10006 CROOKED OAK WAY

To Address *

800 Zorn Avenue



Continuation from last page after scrolling down to the bottom of page.

Zip / Postal Code *

40291

Zip / Postal Code *

40206

Mileage / Reimbursement

Trip Type *

Round Trip

Challenge Mileage

No Yes

Mileage Requested *

49.04

Cost *

20.35



Add Expense

Back to Claim

Step 14. After clicking the added expenses button it will take you to the Claim expense screen. Scroll all the way to the bottom of screen. You will see a box I agree to terms in above paragraph and check the box. The red Submit claim button will turn green and then press that button.

Save claim for future submission

Beneficiary Travel Agreement Notice

Penalty Statement: There are severe criminal and civil penalties including fine or imprisonment, or both for knowingly submitting a false, fictitious, or fraudulent claim.

Please review and certify the statements are true:

- I have incurred a cost in relation to the travel claimed.
- I have neither obtained transportation at Government expense nor through the use of Government request, tickets, or tokens, and have not used any Government-owned conveyance or incurred any expenses which may be presented as charges against the Department of Veterans Affairs for transportation, meals, or lodgings in connection with my authorized travel that is not herein claimed.
- I have not received other transportation resources at no-cost to me.
- I am the only person claiming for the travel listed.
- I have not previously received payment for the transportation claimed.

By clicking the checkbox below I certify the above is true and the information provided for this claim is correct and factual.

I agree to the terms in the above paragraph.

Submit Claim

Back to Dashboard

HELP DESK 1-800-372-7437 OR 1-855-574-7292