



4. Add your expenses and receipts.

- On the “Claim Expenses” page, make sure your appointment information and address are correct.
- If you have receipts or proof of attendance records for non-VA care appointments, select **Add Attachments**. You can add up to 5 attachments.
- Choose an expense type. Follow the instructions to add information about each expense.

5. Submit your claim.

Review the Beneficiary Travel Agreement Notice. Check the box to show your agreement. Select **Submit Claim**.

After you submit your claim, the system will redirect you back to your claims dashboard.

You will find your claim listed in review status.

Once your claim is processed it will be electronically deposited into your bank account.

VA



U.S. Department of Veterans Affairs
Veterans Health Administration
St. Cloud VA Health Care System

Need time to gather receipts or other information?

You can choose to save your claim and come back later to edit it. But you will still need to submit it within 30 days of your appointment.

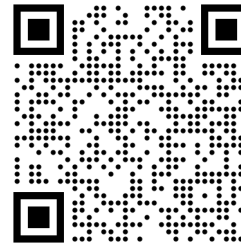
If you require help with your travel claim, call the Beneficiary Travel Office at (320) 252-1670 Ext. 6442.

Scan a QR code below for videos on how to file a claim for VA and Non-VA appointments.

VA Appt.



Non-VA Appt.



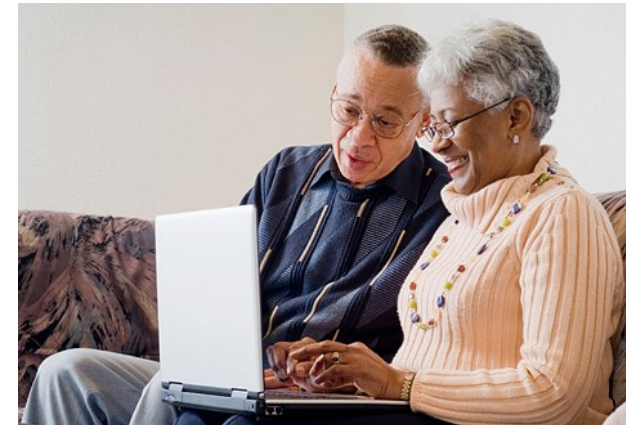
St. Cloud VA Health Care System
4801 Veterans Drive
St. Cloud, MN 56303-2099
320-252-1670 | 800-247-1739

Created By: Health Administration Service
Created Date: August 2022

www.va.gov/st-cloud-health-care/
www.facebook.com/StCloudVAHCS

How to file a travel pay claim online

Beneficiary Travel Self-Service System (BTSSS)



How do I file a travel pay claim online using the BTSSS?

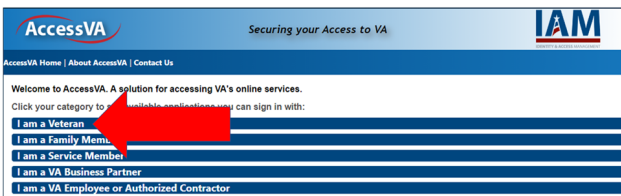
Log on using AccessVA

Go to a search engine and type in: ACCESSVA, click on ACCESSVA-VETERANS AFFAIRS:

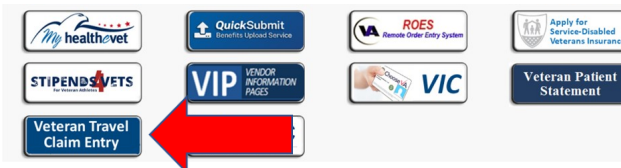
[AccessVA - Veterans Affairs](https://eauth.va.gov/accessva)

<https://eauth.va.gov/accessva>

Click on **I am a Veteran:**

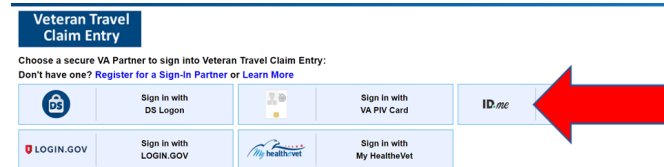


Click on the icon **Veteran Travel Claim Entry:**

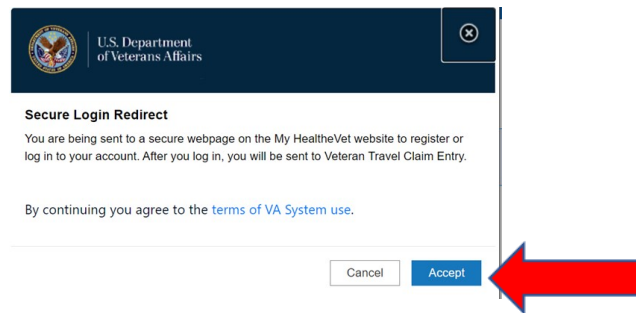
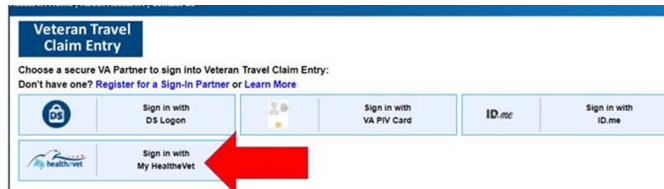


Other Log On Options

1. ID.me. ID.me allows you to log in using your Facebook, Google, or LinkedIn account.



2. My HealthVet. MyHealthVet allows you to use your MyHealthVet information. If you do not have a MyHealthVet account and need help creating one, contact the Health Hub at (320) 252-1670 Ext. 7271.



Once you have access to the BTSSS dashboard, follow the steps below to submit a claim:

1. Go to your Beneficiary Travel profile. Once you sign in, you'll go to the portal welcome page. Check the box to agree to the terms and conditions. **Then select Proceed to Profile Review.**

Note: If this doesn't work, make sure you've checked the terms and conditions. Then wait a few seconds and try again.

2. Review your profile and go to your dashboard. Save any needed updates to your personal, contact, or financial information. When you're finished, select **Proceed to My Dashboard.**

*Note: Caregivers will first select **Proceed to My Veteran List**, then **Select this Veteran** to go to the dashboard of a specific Veteran.*

3. Create a claim. You can do this in either of these 2 ways:

- Go to the "My appointments" area. In the "associated Appointments" column, select **Create Claim** for the appointment you are claiming travel pay for.
- Or go to the "My Claims" area. Select **Create**. Then select **Create a Claim** for the appointment you are claiming travel pay for.

This will open the "Initiate a Claim" form. Confirm or update your address. Then select **Create Claim and Add Expenses.**