

Apply for Authority in Order to Make a Self Service Journey Claim

Do NOT keep printed copies of this guide – it is subject to frequent update.

Scope

This instruction covers the process of how to apply for authority in order to make a Self Service Journey Claim, if eligible, for the following journeys:

- Concessionary Travel for Families (CTF) - JSP 752 [Chap 11 Sect 2](#)
- Get You Home (Early Years) (GYH(EY)) - JSP 752 [Chap 7 Sect 1](#)
- Get You Home (Seagoers) (GYH(S)) - JSP 752 [Chap 7 Sect 2](#)
- Get You Home (Overseas) (GYH(O)) - JSP 752 [Chap 9 Sect 1](#)
- Respite Journeys (Remote Locations) (RJ(RL)) - JSP 752 [Chap 9 sect 2](#)
- Northern Ireland Journeys (NI Journeys) - JSP 752 [Chap 8 Sect 1](#)

The authority is to be used for the issue of rail warrants and subsequently to claim for Expenses in relation to the actual journey on JPA.

The Service Person (SP) is responsible for applying for authority in order to make a Self Service Journey Claim on JPA for GYH (S), (O), (EY), CTF, RJ(RL) and NI journeys. On completion of the actual journey the SP is to submit an Expense claim in relation to the journey using the Journey Number supplied by the Self Service Journey Claim process.

If the SP has no access to JPA they are to submit a manual claim through their Unit HR staff ([JPA F016](#)). Unit HR will then forward the claim to DBS for payment using a JPA Form F016a. SP wishing to transfer an entitlement to a civil partner are unable to do so on JPA at present and are to submit a manual claim.

Distribution

JPA Self Service User

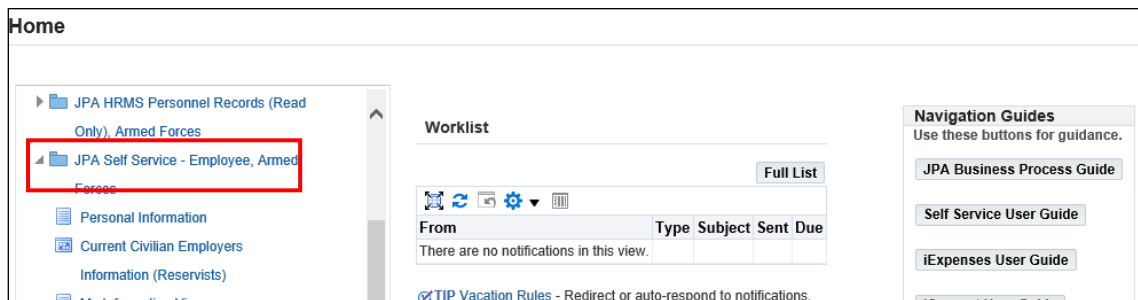
Ownership

The JPA Process Lead for Allowances DBS.MilPers-FutDev-Pay-Allces@mod.gov.uk is responsible for ensuring this document is necessary, reflects actual practice, and supports corporate policy.

JPA Self Service User

1. Apply for Authority to make a Self Service Journey Claim.

- Logon to JPA.
- Click **JPA Self Service - Employee, Armed Forces**.



Home

TIP You have 1 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

- [View Termination Data](#)
- [School Childrens Visits](#)
- [Commitment Bonus](#)
- [Personal and Service Details](#)
- [Summary](#)
- [Pension Application \(PEN 1\)](#)
- [Application for FHTB](#)
- [View JPA RRP Counter Balances](#)
- [Workflow Notifications](#)
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- [Professional Details](#)
- [JPA Journey Application Claim](#)
- [Self Service Journey Claim](#)

Worklist

[Full List \(1\)](#)

From	Type	Subject	Sent	Due
JPA Disturbance Expense Claim		Disturbance Expense Claim (Claim No 2634258) has been sent for Approval	13-Apr-2017	

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Navigation Guides

Use these buttons for guidance.

[JPA Business Process Guide](#)

[Self Service User Guide](#)

[iExpenses User Guide](#)

[iSupport User Guide](#)

If you are experiencing difficulties, please contact your JPAC Enquiry Centre Agent for assistance.

- Click **JPA Journey Application Claim**.
- Click **Self Service Journey Claim**

The Journey Application history will be displayed.

- Click **Balances** to proceed to the Current Journey Balances.

Balances

- Select the appropriate journey type (you may only have 1 option showing) and press **Continue**.
- Select Persons Travelling by clicking the **Select** box next to their name.
- Click **Continue**.
- Use the drop-down menus to select **Outbound / Inbound** leg.
- Use the drop-down menus to select **Method** of Travel.
e.g. **air, bus, car, ferry, passenger in car, train**.
- Use **Add Journey Leg** to insert next stage of travel.

JPA cannot process half journeys (one way only), therefore when a half warrant (one way only) has been used you should contact your Unit HR Administrator who can adjust your balance accordingly.

Where GYH(O) entitlement is to be split over 2 journeys on occasions when the Service Person is unable to accompany family members to the UK (for Service reasons) and provided travel is to the same qualifying address you should contact your Unit HR Administrator who can adjust your balance accordingly.

Manually submitted claims or claims for GYH (EY)(OA) must also be adjusted manually by the Unit HR Administrator.

- JSP 752 Part 2 Chapters 5 & 6 refers.

- Click **Continue** when all legs complete.
You will now see a review of your journey application.
- Note down the **Journey Number**.

When the journey application is approved the journey number will be required to make your claim using JPA iExpenses.

- Click **Continue** to submit your journey application.

You will see a Confirmation page, again showing your **Journey Number**

- Click **Exit** to close the screen.

If you have forgotten to note the Journey Claim details or would like an update on your request, go back into **Self Service Journey Claim** where this screen will show your **Journey Number** and current **Status**.

End of activity.