



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA

MEMORANDUM FOR 673 FSS/FSMPD

FROM:

Joint Base Elmendorf-Richardson, AK 99506

SUBJECT: Application for Student Dependent Travel

1. IAW JFTR VOL II, para C5125 F, & DoD 4515.13R, para 2.2.3.1.9, request the following student dependent travel orders be published:

- a. Dependent's Name:
- b. Relationship:
- c. Date of Birth:
- d. Name/Location of school:
- e. Dependents present address:
- f. Sponsor's name and social security number:
- g. PCS order number/Date arrived to JBER:
- h. Squadron/Office Sym:
- i. Sponsor's DEROS:
- j. Itinerary of student travel:
- k. Proceed date:
- l. Cost of Plane Ticket to location (must be from SATO):
- m. Has dependent utilized this entitlement before (note this is per FY):

2. I certify that my dependent is a full time student and the information provided is true and correct.

Attachments:

PCS Orders to Elmendorf (AF Form 899)
Letter of enrollment from school registrar
Sponsor Statement

Sponsor's Signature Block

SPONSOR'S STATEMENT

I understand all eligibility, entitlements, and restrictions for the Dependent Student Travel Program.

a. Eligibility:

- (1) I am permanently stationed outside CONUS.
- (2) I am serving a "with dependent (s)" tour.
- (3) My dependent is under age 23 and unmarried.
- (4) My dependent is attending or will attend an accredited undergraduate School as a full-time student in CONUS.

b. Travel Entitlements:

- (1) The Joint Federal Travel Regulation (JFTR) mandates the use of AMC flights when available.
- (2) When AMC flights are not available, commercial transportation may be procured through the government-contacted local commercial transportation or SATO office.
- (3) Once travel arrangements are confirmed, I will not make changes unless it is an emergency.
- (4) I understand that my entitlement is for one round trip per fiscal year (1 Oct through 30 Sep).
- (5) I cannot transfer unused entitlements from the previous fiscal year.
- (6) I am responsible for making all travel arrangements.

c. Restrictions:

- (1) Travel is authorized between my dependent's school and my duty station.
- (2) Per diem is not authorized.
- (3) The Finance and Accounting Office will not reimburse me if my dependent travels prior to issuance of orders.
- (4) I am aware that any accompanied baggage must be shipped within 60 days of my dependent's travel.
- (5) I must submit a travel voucher within 10 days of completion of travel.
- (6) I have not used the early or advanced return of dependent entitlement during this tour.

Sponsor's Printed name

Sponsor's Signature