**DEPENDENT STUDENT TRAVEL**

**Reference:** (a) Joint Travel Regulations JTR 050816

**Purpose:** A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF, is authorized transportation of the minor dependent between such school and the place of residence.

**Procedures:** To request funding for Dependent Student Travel, an e-mail is drafted by unit POC and sent to HQS-SMB-CGPSC-PSDFS-TVLANDTRANS@uscg.mil.

The e-mail request for a DST funding should contain the following information:

1. Member’s name, rank, EMPLID, unit

2. Dependent(s) name and Date of Birth (DOB)

3. School Attending: Travel to/from location/dates and estimated cost.

4. A statement that the provisions of JTR 050816 have been met.

5. Statement that dependent meets the definition of dependent IAW JTR Appendix A, pages A-8 thru A-10.

6. Statement member understands the provisions and allowances of this travel entitlement including unaccompanied baggage or baggage storage and the member understands that one annual round-trip for the dependent student at any time within a fiscal year may be authorized.

7. PSC-PSD-FS will send authorization email to HQS-SMB-DCMS-831-TONO-MGMT with 1-6 requesting funding.

8. Forward email to unit/file.