

Full-time college students, under age 23 and in undergraduate school, may be eligible for one round trip each twelve-month period from the overseas area of your assignment to their college location.

- 1. The student must report to the employee's duty location for at least 14 consecutive days prior to authorized return travel to CONUS at Government expense.
- 2. To start this process, you must complete a Request for Educational Travel Orders form.
- 3. After you complete the form, have your supervisor sign it.
- 4. Next, your Resource Management Office needs to add the fund cite.
- 5. After all is completed, take the form to your servicing CPAC.
- 6. The CPAC will use this information to prepare your Travel Orders.
- 7. You must make your travel arrangements through the local military Transportation Office.
- 8. Plane reservations should be made via "Official Travel"
- 9. New law that will reimburse employee's for storage of the student's unaccompanied baggage instead of having it shipped to post from the student's school was effective as of March 23, 2003.

NOTES:	

UNACCOMPANIED BAGGAGE LIST

Unaccompanied baggage is that portion of your weight entitlement that is shipped by an expedited mode to be made readily available to you and your dependents upon arrival at your next duty station. Unaccompanied baggage may include some of the following examples:

COMPUTERS

CLOTHING

UNIFORMS

POTS & PANS

CRIBS

PLAYPENS

CARRIAGES

IRONS

IRONING BOARDS

COFFEE POTS

TOASTERS

SMALL RADIOS / COMPACT STERIO EQUIPMENT

PORTABLE TELEVISION SETS (21 inch or smaller)

PORTABLE SEWING MACHINES

VOLTAGE TRANSFORMERS

PORTABLE AIR-CONDITIONERS

MICROWAVE OVENS

SPORTING EQUIPMENT (SMALL)

LINENS

DISHES

CUTLERY

BOOKS

BICYCLES

Unaccompanied baggage may not include major items of furniture such as chairs, tables, cabinets, washers, dryers, freezers, large refrigerators, beds, mattresses, etc., items of extraordinary value not essential to the health and welfare of the member and/or dependents.