

# Student Travel Registration Form

OMB CONTROL NUMBER: 0704-0548  
OMB EXPIRATION DATE: XX/XX/XXXX

## **AGENCY DISCLOSURE NOTICE**

The public reporting burden for this collection of information, (0704-0548), is estimated to average 15 min per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil).

Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

### WELCOME

This web-based form is provided by the Budget Department at Defense Security Cooperation University (DSCU) to facilitate the funding necessary to cover your travel expenses. It is a simple process and should take only a few minutes of your time to complete.

Start by selecting your TDY type below, and then carefully follow the instructions on each subsequent step, and ensure you are not requesting reimbursement for expenses that are not authorized by DSCU policy and the JTR. Incorrect selections will delay your funding process. Please be advised that if you cancel your attendance for any reason, DSCU will not reimburse any cancelation fees. These charges MUST be paid by your organization.

If you have any questions, please email or call us using the contact info that will be provided at the bottom of Step #3.

### FREQUENTLY ASKED QUESTIONS

Please click the following link for a list of Frequently Asked Questions:

[Integrated Lodging Program Pilot Frequently Asked Questions for Travelers](#)

### STUDENT NAME & CLASS

**Student Name:** Mr. William Hodgkinson

**Class:** CASE-205-W02-2022

### STEP 1 - SELECT TDY TYPE

Select your TDY type:

- TDY (Duty station ==> DISCS ==> duty station)
- TDY in conjunction with leave (Duty station ==> DISCS == leave ==> duty station)
- TDY Enroute (Duty station ==> DISCS ==> new duty station)

### STEP 2 - SELECT FUNDING TYPE

If you are a LES student please select "LES Student" for Non-DTS Funding, otherwise select "Other Student Type" to use DTS.

- LES Students
- All Other Students

### STEP 3 - COMPLETE DTS FUNDING FORM

To acquire funding via DTS cross-org, please enter your DTS approving official's email address (the email address of the person who actually logs on to DTS and approves and reviews orders, not your supervisor's email address), enter your Social Security Account Number (SSAN), check each box below indicating that you have read and understand each corresponding rule and policy, and then click the Submit button. All fields marked with an asterisk (\*) are required.

DTS Authorizing Official Email:

Please enter your FULL Social Security Account Number (SSAN) in the box below. DTS requires your full SSAN in order to cross-org funds. Your SSAN will be stored fully encrypted and only available to a select and very limited group of people at DSCU.

NOTE: You may enter a single-letter suffix, if applicable (G for Guard, R for Reserve, F for FSN)



### STEP 3 - COMPLETE DTS FUNDING FORM

To acquire funding via DTS cross-org, please enter your DTS approving official's email address (the email address of the person who actually logs on to DTS and approves and reviews orders, not your supervisor's email address), enter your Social Security Account Number (SSAN), check each box below indicating that you have read and understand each corresponding rule and policy, and then click the Submit button. All fields marked with an asterisk (\*) are required.

DTS Authorizing Official Email:

 \*

Please enter your FULL Social Security Account Number (SSAN) in the box below. DTS requires your full SSAN in order to cross-org funds. Your SSAN will be stored fully encrypted and only available to a select and very limited group of people at DSCU.

NOTE: You may enter a single-letter suffix, if applicable (G for Guard, R for Reserve, F for FSN)

Social Security Account Number:

 \*

DTS Cross-Org funding will be setup, **certified**, and authorized only for this student and this DSCU training course. The student's organization and routing chain has our permission to process the authorization and voucher using the following DSCU rules and the Joint Travel Regulations.

- CONUS: The DTS Cross-Org funding is only to be used for Travel (To DSCU and return to home station), Lodging, and M&IE to attend DSCU training.
- OCONUS: The DTS Cross-Org funding is only to be used for Travel (from CONUS Point-of-Entry to DSCU and return to CONUS Point-of-Exit), Lodging and M&IE to attend DSCU training.
- PSC Travel (TDY Enroute): The DTS Cross-Org funding may be used for the cost of Travel from CONUS Home Station or CONUS Port-of-Entry to DSCU and Lodging, Meals and Incidental Expenses while attending DSCU course only. PCS orders must pay all travel expenses. DISCS will only pay per diem.

#### Cost breakout of expenses in U.S. Dollars:

Meals and lodging for the class days while in Dayton, Ohio will be calculated automatically. Do not include them in your estimate. For the "Incidentals" section, please include all incidental expenses plus per diem for travel days only to and from Dayton, Ohio.

Incidentals:

\$  \*

Transportation Type:  \*

\$

I understand the above statement \*

#### RULES FOR USING DSCU'S LINE-OF-ACCOUNTING.

Please check each box below indicating that you have read and understand the corresponding rules and policies.

1. If the student has a Government Travel Credit Card (GTCC or as DTS references it "Individually Billed Account" - IBA) then the GTCC **must** be used to purchase Airline Tickets **to be paid for by the DSCU line-of-accounting**. A Centrally Billed Account (CBA) is **not** authorized unless the student does not have a GTC.
  - Once the itinerary is completed and DTS switches to **TRIP SUMMARY** do not click the button "Save and Continue" unless "\*\*Type: (Required)" reads "Comm Air (Indiv Bill)" and "**Method of Reimbursement:**" must read "**GOVCC**".

I understand the above statement \*

2. DSCU will fund normal charges for checked baggage (up to 1 check bag for a 1 week course and up to 2 check bags for 2 weeks or more) but DSCU will **not** pay for any overweight luggage for any course nor will DSCU fund anything that seems excessive (Please follow the airline's rules for luggage and contact your CTO office if you have any questions about the rules). If you fall into the overweight or excessive category then you or your unit must fund. If you have any questions on if we will provide funds please give us a call.

I understand the above statement \*



- o Once the itinerary is completed and DTS switches to **TRIP SUMMARY** do not click the button "Save and Continue" unless "\*\*Type: (Required)" reads "Comm Air (Indiv Bill)" and "Method of Reimbursement:" must read "**GOVCC**".

I understand the above statement \*

2. DSCU will fund normal charges for checked baggage (up to 1 check bag for a 1 week course and up to 2 check bags for 2 weeks or more) but DSCU will **not** pay for any overweight luggage for any course nor will DSCU fund anything that seems excessive (Please follow the airline's rules for luggage and contact your CTO office if you have any questions about the rules). If you fall into the overweight or excessive category then you or your unit must fund. If you have any questions on it we will provide funds please give us a call.

I understand the above statement \*

3. Airport parking will **only** be reimbursed up to the normal cost of two one-way taxi fares, including allowable tips, per the JFTR and JTR.

I understand the above statement \*

4. **The authorized mode of travel to DSCU is by Air and this is to be used when determining travel days and per diem per the JTR.** If POV transportation is approved by the student's organization, DSCU does **not** fund "Mileage In/Around TDY location." Mileage reimbursement and per diem is limited to constructive cost of common carrier transportation and per diem as determined; in addition, travel time as limited per JTR.

Please note if you choose to drive your POV instead of using the preferred travel method of commercial air, per the JTR you will **only** be reimbursed up to the amount of the roundtrip city pair ticket expense. No other expenses can be calculated into reimbursement. Constructing comparison cost for reimbursement will be calculated from the cheapest city pair servicing airport from the point of departure listed on the travel orders. Please note that any local rules do not apply when determining servicing airports or any reimbursement calculations. If you have any questions, please contact the DSCU Budget Office prior to travel.

\*\*\*\* This restriction must be selected and is found in DTS > Review Sign > Other Auths > View Unselected Authorizations for this Trip > POV USE NOT ADVANTAGEOUS TO GOVERNMENT.

I understand the above statement \*

5. Rental cars are **not** authorized in conjunction with air travel without our written approval.

I understand the above statement \*

6. Advances are not authorized for personnel with a Government Travel Card.

I understand the above statement \*

7. The LOA will be removed from DTS **10 days** after class ends so voucher promptly.

I understand the above statement \*

8. I understand that Wright-Patterson Air Force Base (WPAFB) is part of the DTS Lodging Pilot Program and I will review the policies and regulations pertaining to the Pilot Program.

I understand the above statement \*

9. I understand that I will **NOT** make lodging reservations in DTS per previous instruction because DSCU will do that for me.

I understand the above statement \*

10. I understand that if I do make reservations that result in a Non-Availability letter, I will only be reimbursed up to the amount at which I was originally billeted per the Defense Travel Management Office.

I understand the above statement \*

Respectfully,

**DSCU Budget Department**

EMAIL: dsca.wright-patt.dscu.mbx.budget@mail.mil

COM: 937-713-3341

DSN: 312-713-3341

FAX: 312-785-8571

Submit