



U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

Student Travel Checklist

As of Dec. 6, 2019

For more information, visit the Family Travel webpage at <https://homeadmin.army.mil/hawaii/index.php/garrison/dhr/mpd/reassignments/family-travel>.

- DA Form 4187 (must include a G-8 Point of Contact for the Line of Accounting)
- Copy of PCS orders or dependent travel orders (for initial request) or previous student travel orders (for the following semester)
- DA Form 4187 for intra-station reassignment (if applicable)
- Soldier Record Brief (dated within last 90 days)
- Sponsor Statement
- Verification of Enrollment
- Flight itinerary (from Carlson Wagonlit)
- Student Funded Transportation Form (if student wants to ship 350 lbs of house holds goods, or put items in storage)
- Power of Attorney (if sponsor is deployed)

Please note:

- The above must be provided every fiscal year when requesting student travel
- Requests should be submitted to our office no later than 30 days prior to the departure date and no earlier than 60 days of the start date.
- For initial request, the student must have traveled to Hawaii at government expense as a dependent on either PCS orders or dependent travel orders of the sponsor before student travel can be approved.
- The G-8 POC listed on the DA Form 4187 must be correct. It is your responsibility to provide a correct G-8 POC with an e-mail and working phone number. If your G-8 POC is incorrect it will delay and possibly forfeit your Student Travel request.
- If this is the student's first semester of college, an acceptance letter from the college will suffice. However, if this is not their first semester, the current semester (fall or spring) enrollment verification letter must be provided from either the university or <https://www.studentclearinghouse.org/>.