

	National Défense	Défence nationale	<b>GENERAL ALLOWANCE CLAIM</b>	VOUCHER NO – _____
<b>NOTE:</b> THE USE OF THIS FORM IS RESTRICTED TO ONE KIND OF ALLOWANCE PER SHEET AND IS NOT TO BE USED FOR ALLOWANCES FOR WHICH FORMS HAVE ALREADY BEEN PROVIDED			BATCH NO – _____	
<b>FORM # 13EXAMS – EDUCATION ALLOWANCE – SCHOOLING AT THE POST - COMPULSORY FEES ASSOCIATED WITH ADVANCED PLACEMENT EXAMS, INTERNATIONAL BACCALAUREATE EXAMS, AND SCHOLASTIC APTITUDE TESTS.</b>				
<i>EFFECTIVE 01 JANUARY 2006</i>				
RESEARCH WEB SITE: <a href="http://www.collegeboard.com">www.collegeboard.com</a> for AP and SAT <a href="http://www.ibo.org">www.ibo.org</a> for International Baccalaureate				
SN _____ RANK _____ NAME _____				
UIC/UNIT _____ SY 1 SEPTEMBER _____ TO 31 AUGUST _____				
STUDENT NAME: _____ DATE OF BIRTH (dd/mm/yyyy): _____				
Name/address/telephone number of School attending: _____				SCHOOL GRADE _____
<b>Benefit</b>				
1. Education Allowance for compulsory fees associated with Advanced Placement (AP) exams, International Baccalaureate (IB) exams, and Scholastic Aptitude Tests (SAT).				
<b>Entitlement</b>				
2. Students attending school at the Post may claim examination fees associated with:				
(a) International Baccalaureate (IB);				
(b) Advanced Placement (AP);				
(c) Scholastic Aptitude Tests (SAT).				
<b>Certification by the member</b>				
3. I request an Education Allowance for:				
<input type="checkbox"/> IB for grade levels _____				
<input type="checkbox"/> AP in the following subjects: _____				
<input type="checkbox"/> SAT exams at grade level: _____				
I accept this Education Allowance in the amount of _____ for exam fees associated with Advanced Placement (AP) exams, International Baccalaureate (IB) exams, and Scholastic Aptitude Tests (SAT) on condition that I may be required to present proof that this exam has taken place in the event of an audit. Such documentation should be kept for a period of 7 years to satisfy audit requirements.				
Member's Signature: _____				Date: _____
<b>Outside Canada Approving Authority Office use only.</b>				
<input type="checkbox"/> Verified by Education Clerk that allowance as requested is within entitlement				
<input type="checkbox"/> Applicable article in Foreign Posting Education related Allowances "How to Book" – Administrative Manual _____.				
<input type="checkbox"/> Enclosed fee schedule from school.				
<b>Outside Canada Support Unit Approving Authority Approval and Certified pursuant to Section 34 of the FAA Block</b>				
Education Allowance for: <input type="checkbox"/> IB OR <input type="checkbox"/> AP OR <input type="checkbox"/> SAT exams in the amount of _____ is approved.				
Approving Authority Officer Signature: _____				Date: _____
Approving Authority is to provide the member with an authorized copy of this allowance.				
Financial Coding: <b>GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B0953</b>				
<input type="checkbox"/> Civilian Personnel Financial Coding: Contact DCBA 5/DEM/ <input type="checkbox"/> MSGU Financial Coding: CC: 2300AQ Fund: C117 GL 1211 IO: _____				
(For FMAS Purposes, the text description line must show: Unit UIC, last three digits of SN and member's last name)				
Received amount of _____		Currency _____	Exchange Rate used: _____	CHEQUE NO. _____
Claimant's Signature _____			Date: _____	Cashier's Initials: _____