



National Défense
 Defence Nationale

GENERAL ALLOWANCE CLAIM

VOUCER NO - _____

NOTE: 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 - _____

FORM # 22PMC – FAMILY REUNION TRAVEL/EDUCATION TRAVEL/ESCORT – TRAVEL OTHER THAN BY AIR
EFFECTIVE 01 JANUARY 2006

SN _____ RANK _____ NAME _____

UIC/UNIT _____ SY 01 SEPTEMBER _____ TO 31 AUGUST _____

STUDENT FOR WHICH TRAVEL OTHER THAN BY AIR BE CLAIMED:

STUDENT NAME: _____ DATE OF BIRTH (dd/mm/yyyy): _____

Name of School attending: _____

SCHOOL GRADE _____

Benefit: _____ **Type of travel:** **Family Reunion Travel** **Education Travel** **Escort Travel**

Dependent Child/Student or entitled member within parameters of applicable travel allowance prefers travel by:
 Rail; Bus; Rental Car/Van or PMC

DATES OF TRAVEL: DEPARTURE: _____ RETURN: _____

Entitlement (MUST BE SUBMITTED TO DCBA 5/DEM 60 DAYS PRIOR TO COMMENCEMENT OF TRAVEL)

NOTE: TRAVEL BY OTHER THAN AIR IS BASED ON ACTUAL AND REASONABLE COSTS ASSOCIATED WITH ENTITLED Travel.

PMC Travel

Mileage in kilometres for trip	Number of nights in a hotel	Total Meals	Lowest airfare cost for same travel period and source of estimate. If from Internet please provide Internet Address
US -		Breakfast _____	
CDN -		Lunch _____	
		Dinner _____	

Rental Car/Van

Total cost of Rental for period of travel in CDN Dollars	Mileage in kilometre for trip	Estimated cost of Insurance and Gas	Number of nights in a hotel	Total Meals	Lowest airfare cost for same travel period and source of estimate. If from Internet please provide Internet Address
	US-			Breakfast _____	
	CDN-			Lunch _____	
				Dinner _____	

If applicable, Reason for Van Rental: _____

Rail – Copy of itinerary enclosed plus estimated costs listed below:

Estimate of Cost of Rail Travel in Canadian Dollars	Ground Transportation cost in conjunction with Rail Travel	Lowest airfare cost for same travel period and source of estimate. If from Internet please provide Internet Address

Bus – Copy of itinerary enclosed plus estimated costs listed below:

Estimate of Cost of Bus Travel in Canada Dollars	Ground Transportation cost in conjunction with Bus Travel	Lowest airfare cost for same travel period and source of estimate. If from Internet please provide Internet Address

3. Travel allowance will be based on the appropriate low kilometric rate, applicable road distance traveled, hotels based on Government Hotel Directory Rate, and actual and reasonable amount for meals may apply when overnight accommodation is required in conjunction with travel. Keep in mind:

- (a) Education travel is one way;
- (b) Family Reunion Travel is two ways; and
- (c) Secondary Escort Travel is two ways and must be authorized in conjunction with Education travel and only incurs travel.

This Form must be received 60 days in advance of travel date to determine allowance.

Note 1: Travel allowance for rail or bus or rental or PMC travel cannot exceed the lowest airfare, being guided by the parameters applicable to travel being undertaken and available during travel period. This airfare must be determined 60 days prior to travel date.

4. **Certification by the member** **indicates to the Approving Authority that you understand the parameters of this allowance.**

- I accept this Travel allowance on the condition that within 30 days after completion of Travel, I am required to complete Part II -- *Travel Allowance – Verification and Certification* to the Approving Authority Outside Canada Support Unit.
- I understand that upon receipt of Part II -- *Travel Allowance – Verification and Certification* that the Approving Authority may adjust the Travel allowance amount provided on this form if I couldn't demonstrate that the travel allowance has been used for the purpose intended. Adjustment will be the portion that is not substantiated.
- I understand that that non-compliance, submission of Part II -- *Travel Allowance – Verification and Certification*, will result in no further travel allowances until required documentation regarding this allowance has been submitted.
- I understand that proof of travel may consist of photocopy of: (a) destination hotel receipt (b) gas receipts (c) passport entries (d) bus ticket or (e) rail ticket.
- I request a Travel Allowance in the amount of: _____
(Member must keep all receipts for 7 years; submit photocopies for Verification and Certification)

Member's Signature:

Date:

Outside Canada Approving Authority Office use only

- Applicable article in the Outside Canada Education of Children "How To" Book _____.
- Part II -- *Travel Allowance- Verification and Certification* received for previous Travel allowances
Clerk's Initials _____

Verified and Recommended by Approving Authority _____ Date: _____

- Upon approval from NDHQ, Outside Canada Support unit is to provide the member with an authorized copy of this allowance

NDHQ Approval and Certified pursuant to Section 34 of the FAA Block

DEM Case #: _____

MAXIMUM AIRFARE ALLOWED FOR THIS TRAVEL \$ _____

TOTAL TRAVEL ALLOWANCE AUTHORIZED IN LOCAL CURRENCY: _____

NDHQ Authority Signature: _____

Date: _____

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B0956**

MSGU Financial Coding: CC: 2300AQ Fund: C117 GL: 1211 IO: _____

Civilian Personnel Financial Coding: Contact DCBA 5/DEM

(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: _____

PART II -Travel Allowance – Verification and Certification

SN RANK NAME

Travel Dates	Persons Travelling	Locations Visited	Travel Modes Used	Travel Expenses (Detail)	Other Expenses (Detail)	Total Amount Spent

Post _____ **Amount spent (C\$):** _____

Amount received (C\$): _____

Date Funds Received: _____ **Difference:** _____

This Certification Form should be submitted within 30 days of completion of travel.
 Additional non-accountable allowances may not be issued until overdue certifications of previous allowances are provided.
 This report will form the basis of any subsequent verification or audit.
 Members should ensure that they retain proof of travel as described above for 7 years, as per FAA and CCRA
 Please fax or e-mail (as an attachment) to your Outside Canada Support Unit

CERTIFICATION:
 I certify that the above information correctly describes travel undertaken under the noted CBI Chapter 10 MFSI Section 12/FSD 70-Reporting requirements and verification of allowances.

 Signature Date

REPORTING REQUIREMENTS AND VERIFICATION OF ALLOWANCES

Approving Authority Officer Approval and Certified pursuant to Section 34 of the FAA Block

DEM Case #: _____

MAXIMUM ALLOWANCE AUTHORIZED FOR THIS TRAVEL \$ _____

1. ALLOWANCE CALCULATION OVER AND ADDITIONAL ALLOWANCE AUTHORIZED IN THE AMOUNT OF:
\$ _____
2. ALLOWANCE CALCULATION UNDER ALLOWANCE AUTHORIZED AND RECOVERY ACTION TO TAKE
PLACE IN THE AMOUNT OF: \$ _____

Approving Authority Officer Signature:

Date:

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B0956**

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