



**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 # 16 - EDUCATION ALLOWANCE – EDUCATION TRAVEL ON BEHALF OF A SECONDARY STUDENT ATTENDING A CANADIAN CURRICULUM SCHOOL AWAY FROM POST** *EFFECTIVE 01 JANUARY 2006*

SN \_\_\_\_\_ RANK \_\_\_\_\_ NAME \_\_\_\_\_

UIC/UNIT \_\_\_\_\_ SY1 SEPTEMBER \_\_\_\_\_ TO 31 AUGUST \_\_\_\_\_

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

Name of School attending: \_\_\_\_\_ SCHOOL GRADE \_\_\_\_\_

**2. Education Allowance Benefit Education Travel (One Way Travel):**

Date	Flight	From	To	Date

**Entitlement**

3. Education travel (one way) may be provided to enable a member to claim an allowance for travelling expense for a dependent student where neither IRP nor FRT applies. It is not designed to supplement the provisions of these directives but to provide assistance for the payment of travelling expenses, which are normally incurred at the commencement and termination of a member's assignment to a post. One-way education travel:

- a. from the post to attend a secondary Canadian curriculum school away from the post, where relocation expenses on behalf of the dependent student has been authorized;
- b. up to the school year of the 21<sup>st</sup> birthday, from a secondary Canadian curriculum school away from post to the post, when the dependent student ceases full time attendance at a secondary Canadian curriculum school away from the post.

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

- I accept this Education 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* and forward 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 Education Travel 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 (photocopies) of travel may consist of: (a) boarding passes, or (b) passport entries
- I understand that air travel for this Education Travel allowance is based on direct routing using the most economical airfare (which includes seat sale/excursion rate). Business Class will not be authorized.
- I understand that airfare for this Education Travel allowance is "up to" the maximum allowed in the Part XV-Travel Rates Guidelines to cover expenses incurred.
- Ground Transportation to/from airport and en route meals \$50 .00; or
- Substantiate amount with written outline of costs \$ \_\_\_\_\_
- I request a n Education Travel Allowance in the amount of: \_\_\_\_\_
- Itinerary showing cost must be enclosed prior to Approving Authority Authorization.***

(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.**

- Verified by Education Clerk that allowance as requested is within entitlement
- 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

Page 2 of 3 Form 16 – Member’s Name:

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

DEM Case #: \_\_\_\_\_

TOTAL EDUCATION TRAVEL ALLOWANCE AUTHORIZED IN LOCAL CURRENCY: \_\_\_\_\_

NDHQ Authority Signature:

Date:

Financial Coding: GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3214

Civilian Personnel Financial Coding: Contact DCBA 5/DEM/  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: \_\_\_\_\_

**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\$): \_\_\_\_\_

Date Funds Received: \_\_\_\_\_ Amount received (C\$): \_\_\_\_\_

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**

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: GRC0000B3214**

**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: \_\_\_\_\_