



### GENERAL ALLOWANCE CLAIM

VOUCHER 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 # 13 RELOC – EDUCATION ALLOWANCE – RELOCATION DURING ACADEMIC YEAR**

*EFFECTIVE 01 JANUARY 2006*

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** \_\_\_\_\_

**Benefit**

1. An education allowance may be provided where a member is relocated from one post to another post or from a post to a place of duty in Canada during an academic year in respect of which an education allowance is being paid for secondary education for a dependent child/student.

**Entitlement**

- the entitled student remains at the old place of duty, an allowance for actual admissible education expenses, including board and lodging expenses, for the balance of the school year; or
- the entitled student is being educated away from the member's post, an allowance for actual admissible education expenses which had been approved shall continue for the balance of the school year; or
- the entitled student move to new Post and an allowance for actual admissible education expenses shall be authorized for the balance of the school year at the new school, if applicable.

**Certification by the member**

3. I request Education Allowance in the amount of \_\_\_\_\_

I accept this Education Allowance on the condition that I may be required to present proof that this supplementary courses or programs 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: \_\_\_\_\_

**Outside Canada Approving Authority use only**

- Verified by Education Clerk that the allowance as requested is within entitlement
- Applicable article in the Outside Canada Education of Children "How To" Book \_\_\_\_\_

Verified and Recommended  by Approving Authority: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

TOTAL EDUCATION ALLOWANCE IN THE AMOUNT OF \_\_\_\_\_ IN LOCAL CURRENCY IS APPROVED.

NDHQ Authority Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approving Authority is to provide the member with an authorized copy of this allowance.

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B0954**

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: \_\_\_\_\_