



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 # 29 - EDUCATION ALLOWANCE - SUBMISSION TO NDHQ / FOREIGN SERVICE INTERDEPARTMENTAL COORDINATING COMMITTEE - FIELD TRIP *EFFECTIVE 01 JANUARY 2006*

SN _____ RANK _____ NAME _____

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

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

Name/address/telephone number of School attending: _____	SCHOOL GRADE _____
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Conditions Associated with Field Trip Allowance

1. The Military Foreign Service benefits, as outlined in FSD 34.01(B)(10) provides members serving outside Canada with funding for field trips/excursions that are compulsory and where costs are included in the school fee schedule or where failure to participate would result in failure of the grade (confirmed in a letter from the school principal). In determining if a particular field trip would be eligible for submission to the Foreign Service Interdepartmental Coordinating Committee, the following conditions apply and/or information must be provided as an attachment to this form:

- (a) UK National Curriculum - No Field Trips outside Great Britain. Per pupil transportation costs associated with day trip may be admissible. Overnight field trips are at parent's/student's expense.
- (b) French National Education System - Per pupil transportation costs associated with day trip may be admissible. Overnight field trips are at parent's/student's expense.
- (c) International Baccalaureate (IB) Programme - The pursuit of the International Baccalaureate (IB) Diploma does not require travel away from an authorized IB school's grounds. Obviously, field trips organized by a school as part of an individual IB course can enhance the learning process. However, the IB Organization does not prescribe or make school-sponsored trips a mandatory component of the curriculum or of the award of an IB Diploma. Any field trip offered in conjunction with an IB course would be at the parent's/student's expense.
- (d) Field trips/excursions not covered at (a), (b), (c) and are compulsory at the school being attended, the following information would be required for a submission to NDHQ/ Foreign Service Interdepartmental Coordinating Committee for approval:
 - Does the school prescribe or make school-sponsored trips or travel away from authorized school grounds a mandatory component of the curriculum?
 - Is the field trip associated with a compulsory subject?
 - Is the field trip associated with an optional subject?
 - Is the field trip/excursion part of the regular fee schedule?
 - How would the field trip/excursion tie into the curriculum thus making it mandatory?
 - What happens if the student does not participate in the field trip/excursion?
 - How are the costs for the field trip/excursion covered?

A Field Trip that meets the above conditions may be submitted on this form, with the required information attached, to DCBA 5/ Dependent Education Management for submission to the Foreign Service Interdepartmental Coordinating Committee, for approval.

Certification by the member

2. I request a submission be made to the NDHQ/ Foreign Service Interdepartmental Coordinating Committee for an allowance for the following Field Trip: _____

I have attached to this form the required information outlined in paragraph 1 above.

Member's Signature: _____ Date: _____

NDHQ Approval and Certified pursuant to Section 34 of the FAA Block **DEM Case #:** _____

- FSD article: FSD 34.01(B)(10)
- Applicable article in the Outside Canada Education of Children "How To" Book: 620.06

TOTAL ALLOWANCE AS AUTHORIZED BY THE NDHQ/ FOREIGN SERVICE INTERDEPARTMENTAL COORDINATING COMMITTEE:
(IN LOCAL CURRENCY): _____

NDHQ Authority Signature: _____ Date: _____

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3209**
 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.
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Claimant's Signature _____ Date: _____ Cashier's Initials: _____