🇨🇦	National Défense Defense nationale	**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 RD/AA –EDUCATION ALLOWANCE – REFUNDABLE DEPOSIT OR ACCOUNTABLE ADVANCE
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 _____

Benefit

1. Where it is a condition of enrolment of a dependent child/student of a member who is posted outside Canada that a refundable deposit be paid to an secondary level educational institution, the Outside Canada Support Unit Approving Authority may provide an accountable advance equal to the amount of the deposit, which shall be accounted for within ten days from the date on which it is due to be refunded from the school.

2. The accountable advance authorized is not meant to cover any deposit towards the dependent student's personal expense.

Entitlement

3. Accountable advance request must be supported by a fee schedule from the educational institution.

Certification by the member

4. I request a accountable advance in the amount of: $_____ (Local Currency) to be used as an refundable deposit at :
Name of educational institution_____

☐ Supporting documentation enclosed.

I understand that within ten days from the date on which it is due to be refunded by the educational institution that I am required to return the funds to the Approving Authority.

School refund date: _____

Member's Signature: _____ Date: _____

Outside Canada Approving Authority Office use only.

☐ **Supporting documentation enclosed**

Standing Advance recommended in the amount of _____ IN LOCAL CURRENCY IS APPROVED.

Due Date for return of Standing Advance: _____

☐ **Note:** **Form to be on the inside front cover of member's education file**

Approving Authority Officer Signature: _____ Date: _____

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

CHARGE AGAINST STANDING ADVANCE DOC NO: _____

Received amount of	Currency	Exchange Rate used:	CHEQUE NO.
Claimant's Signature		Date:	Cashier's Initials: