


FORM # 13 RD/AA –EDUCATION ALLOWANCE – REFUNDABLE DEPOSIT OR ACCOUNTABLE ADVANCE

SN:	RANK:	NAME:
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	National Défense Defence 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 <i>EFFECTIVE 01 AUGUST 2010</i>			
UIC/UNIT:	SY 1 SEPTEMBER:	TO 31 AUGUST:	
E-MAIL ADDRESS:	COS DATE:	TED DATE:	
STUDENT NAME:	DATE OF BIRTH (dd/mm/yyyy):		
REFERENCES: FSD 34.08 , How To Book – Part 3			
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 _____			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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			
<input type="checkbox"/> Only admissible expenses listed at FSD 34 are being approved.			
Approving Authority Officer Signature: _____			Date: _____
Approving Authority is to provide the member with an authorized copy of this allowance.			
CHARGE AGAINST STANDING ADVANCE DOC NO: _____			
Received amount of _____	Currency _____	Exchange Rate used _____	CHEQUE NO. _____
Claimant's Signature _____	Date _____	Cashier's Initials _____	