


FORM # 13 RELOC – EDUCATION ALLOWANCE – RELOCATION DURING ACADEMIC YEAR

SN:	RANK:	NAME:
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	National Défense	Défense 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 RELOC – EDUCATION ALLOWANCE – RELOCATION DURING ACADEMIC YEAR <i>EFFECTIVE 01 AUGUST 2010</i>				
UIC/UNIT:		SY 1 SEPTEMBER:		TO 31 AUGUST:
EMAIL:		COS DATE:		TED DATE:
STUDENT NAME:		DATE OF BIRTH (dd/mm/yyyy):		
REFERENCES: FSD 34.10 , How To Book – Part 3				
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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 have taken place in the event of an audit. Such documentation should be kept for a period of 7 years to satisfy audit requirements. Instructions to complete schooling at the Post Form read and Allowance parameters understood.				
Member’s signature:			Date:	
Outside Canada Approving Authority Office use only. <input type="checkbox"/> Verified by Education Clerk that allowance as requested is within entitlement <input type="checkbox"/> Applicable article in the Outside Canada Education of Children “How To” Book <input type="checkbox"/> Only admissible expenses listed at FSD 34 are being recommended for approval.				
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.		
<input type="checkbox"/> Only admissible expenses listed at FSD 34 are being approved.				
NDHQ Authority Approval:				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 <input type="checkbox"/> Civilian Personnel Financial Coding: Contact DGCB/DEM <input type="checkbox"/> 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	