

**FORM # 16 - EDUCATION ALLOWANCE – EDUCATION TRAVEL ON BEHALF OF A SECONDARY STUDENT ATTENDING A CANADIAN CURRICULUM SCHOOL AWAY FROM POST**

<b>SN:</b>	<b>RANK:</b>	<b>NAME:</b>
------------	--------------	--------------

	National Défense Defence nationale	<b>GENERAL ALLOWANCE CLAIM</b>	VOUCHER NO –
<b>NOTE:</b> 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 # 16 - EDUCATION ALLOWANCE – EDUCATION TRAVEL ON BEHALF OF A SECONDARY STUDENT ATTENDING A CANADIAN CURRICULUM SCHOOL AWAY FROM POST**

*EFFECTIVE 01 AUGUST 2010*

UIC/UNIT:	SY 01 SEPTEMBER	TO 31 AUGUST
EMAIL:	COS DATE:	TED DATE:
STUDENT NAME:	DOB: (dd/mm/yyyy)+	
REFERENCES: <a href="#">FSD 35.01</a> , <a href="#">How To Book – Part V</a>		

<b>Name/address/telephone number of Secondary School attending full time:</b>	<b>SCHOOL GRADE</b>
---	---------------------

**1. Education Allowance Benefit: Education Travel (One Way Travel):**

Date	Flight	From	To	Date

**Entitlement**

2. Education travel (one way) may be provided to enable a member to claim an allowance for travelling expense for a dependent student where FRT does not apply. It is not designed to supplement the provisions of these directives but to provide assistance for the payment of travelling expenses, which are normally incurred at the commencement and termination of a member’s assignment to a post. One-way education travel:

- a. from the post to attend a secondary Canadian curriculum school away from the post, where relocation expenses on behalf of the dependent student has been authorized;
- b. up to the school year of the 21<sup>st</sup> birthday, from a secondary Canadian curriculum school away from post to the post, when the dependent student ceases full time attendance at a secondary Canadian curriculum school away from the post.

**Education Travel link with IRP**

3. CFIRP permits:

- a. air bookings on behalf of entitled student under the age of 21 years to permit return travel from school in Canada back to post outside Canada and then relocation under IRP using same return ticket. This travel uses Education Travel Financial coding.
- b. air bookings on behalf of entitled student under the age of 21 years to permit return travel from post in Canada to post outside Canada and return to education institution in Canada. This travel uses CFIRP Financial coding.

4. Certification by the member indicates to the Approving Authority that you understand the parameters of this allowance. I accept this Education Travel allowance on the condition that within 30 days after completion of travel, I am required to complete Part II- *Travel Allowance -Verification and Certification* and forward to the Approving Authority Outside Canada Support Unit.

- I understand that upon receipt of Part II *Travel Allowance – Verification and Certification* that the Approving Authority may adjust the Education Travel amount provided on this form if I couldn’t demonstrate that the travel allowance has been used for the purpose intended. Adjustment will be the portion that is not substantiated.
- I understand that that non-compliance, submission of Part II- *Travel Allowance – Verification and Certification*, will result in no further travel allowances until required documentation regarding this allowance has been submitted.
- I understand that proof (photocopies) of travel may consist of: (a) boarding passes, or (b) passport entries
- I understand that air travel for this Education Travel allowance is based on direct routing using the most economical airfare (which includes seat sale/excursion rate). Business Class will not be authorized.

Ground Transportation to/from airport and en route meals \$50.00; or  
 Substantiate amount with an airfare itinerary \$  
 I request a n Education Travel Allowance in the amount of:

**FORM # 16 - EDUCATION ALLOWANCE – EDUCATION TRAVEL ON BEHALF OF A SECONDARY STUDENT ATTENDING A CANADIAN CURRICULUM SCHOOL AWAY FROM POST**

<b>SN:</b>	<b>RANK:</b>	<b>NAME:</b>
------------	--------------	--------------

*Itinerary showing cost must be enclosed prior to Approving Authority Authorization.*

(Member must keep all receipts for 7 years; submit photocopies for Verification and Certification.)

Instructions to Complete Education Travel – Secondary and Post Secondary Students Form read and Allowance parameters understood.

[Instructions to Complete Education Travel - Secondary and Post Secondary Students Forms](#)

Member's Signature:

Date:

**Outside Canada Approving Authority Office use only.**

Verified by Education Clerk that allowance as requested is within entitlement  
 Applicable article in the Outside Canada Education of Children “How To” Book.  
 Part II -- Travel Allowance- Verification and Certification received for previous FRT. Clerk’s Initials

Only admissible expenses listed in FSD 35 are being recommended for approved.

Verified and Recommended by Approving Authority:

Date:

Upon approval from NDHQ, Outside Canada Support Unit is to provide the member with an authorized copy of this allowance

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

**DEM Case #:**

**TOTAL EDUCATION TRAVEL ALLOWANCE AUTHORIZED IN LOCAL CURRENCY:**

Only admissible expenses listed at FSD 35 are being approved.

NDHQ Authority Signature:

Date:

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3214**

Civilian Personnel Financial Coding: **Contact DDEM**  
 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:

