

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

<b>SN:</b>	<b>RANK:</b>	<b>NAME:</b>
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	National Défense	Défense 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–

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*EFFECTIVE 01 AUGUST 2010*

UIC/UNIT:	SY 01 SEPTEMBER	TO 31 AUGUST
EMAIL:	COS DATE:	TED DATE
STUDENT NAME:	DOB: (dd/mm/yyyy)	

REFERENCES: [FSD 35.04](#), [How To Book – Part V](#)

**Name/address/telephone number of Secondary School attending full time:**

**SCHOOL GRADE**

**1. Education Allowance Benefit: (For PMC travel, use Form 22PMC)**

Escort Travel on behalf of (Escort Name):

Date	Flight	From	To	Date

**Entitlement**

2. When an education allowance is authorized for a secondary, elementary student away from the Post, an allowance for return travel may be authorized for one parent to accompany the student from the Post to the school at the beginning of the first school year that the student studies away from the Post. **Note: Return travelling expenses for the parent at post will not be authorized where a legal guardian of the dependent student resides in Canada.**

3. 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.

I understand that airfare for this Education Travel allowance is “up to” the maximum allowed in the Part XV-Travel Rates Guidelines to cover expenses incurred.

I certify that the dependent student's other parent does not reside in Canada.

**FSD 35.04 Instructions 3. Return travelling expenses for the parent at post will not be authorized where a legal guardian of the dependant student resides in Canada.**

I certify that the dependent student graduated at a secondary school outside Canada

**35.04 (b) where a student graduating from a secondary school outside Canada, who is under the age of 21 at the start of the school year at a post secondary educational institution in Canada, is in receipt of an education allowance authorized under FSD 34.06**

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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:

*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 35.04 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 ESCORT TRAVEL ALLOWANCE AUTHORIZED IN LOCAL CURRENCY:

Only admissible expenses listed at FSD 35.04 are being approved.

NDHQ Authority Signature:

Date:

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3215**

Civilian Personnel Financial Coding: Contact DGCB/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.

Claimant’s Signature

Date:

Cashier’s Initials:

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**Note: \$100.00 amount has been added to the Airfare amount to cover the cost associated with travel to/from airport, enroute meals. If the actual and reasonable expense exceeds this amount, additional amount can be claimed in this Part. Note PMC mileage is calculated at the low rate.**

Travel Dates	Persons Travelling	Locations Visited	Travel Modes Used	Travel Expenses (Detail)	Other Expenses (Detail)	Total Amount Spent

<b>Post</b>	<b>Amount spent (C\$):</b>
	<b>Amount received (C\$):</b>
	<b>Difference:</b>

**Date Funds Received:**

This Certification Form should be submitted within 30 days of completion of travel.  
 Additional non-accountable allowances may not be issued until overdue certifications of previous allowances are provided.  
 This report will form the basis of any subsequent verification or audit.  
 Members should ensure that they retain proof of travel as described above for 7 years, as per FAA and CCRA  
 Please fax or e-mail (as an attachment) to your Outside Canada Support Unit

**CERTIFICATION:**

I certify that the above information correctly describes travel undertaken under the noted CBI Chapter 10 MFSI Section 12/FSD 70-Reporting requirements and verification of allowances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REPORTING REQUIREMENTS AND VERIFICATION OF ALLOWANCES**

**Approving Authority Officer Approval and Certified pursuant to Section 34 of the FAA Block** DEM Case #: \_\_\_\_\_  
 MAXIMUM ALLOWANCE AUTHORIZED FOR THIS TRAVEL \$ \_\_\_\_\_

1. ALLOWANCE CALCULATION OVER AND ADDITIONAL ALLOWANCE AUTHORIZED IN THE AMOUNT OF:  
\$ \_\_\_\_\_
2. ALLOWANCE CALCULATION UNDER ALLOWANCE AUTHORIZED AND RECOVERY ACTION TO TAKE PLACE  
IN THE AMOUNT OF: \$ \_\_\_\_\_

Approving Authority Officer Signature:

Date:

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3223**

**MSGU Financial Coding: CC: 2300AQ Fund: C117 GL: 1211 IO: \_\_\_\_\_**

**Civilian Personnel Financial Coding: Contact DDEM**

(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: \_\_\_\_\_