


**FORM # 18 - EDUCATION ALLOWANCE – EDUCATION TRAVEL ON BEHALF OF A POST SECONDARY STUDENT ATTENDING A POST SECONDARY INSTITUTION IN CANADA**

SN:	RANK:	NAME:
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	National Defence	Défense Nationale	<b>GENERAL ALLOWANCE CLAIM</b>	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 –
<b>FORM # 18 - EDUCATION ALLOWANCE – EDUCATION TRAVEL ON BEHALF OF A POST SECONDARY STUDENT ATTENDING A POST SECONDARY INSTITUTION IN CANADA</b> <i>EFFECTIVE 01 AUGUST 2010</i>				
EMAIL:	COS DATE:		TED DATE:	
UIC/UNIT	SY 01 SEPTEMBER		TO 31 AUG	
STUDENT NAME:	DATE OF BIRTH (dd/mm/yyyy):			
REFERENCES: <a href="#">FSD 35.03</a> , <a href="#">How To Book – Part VII</a>				
Name of Post Secondary School attending:			SCHOOL GRADE	
2. <b>Education Allowance Benefit Education Travel (One Way Travel):</b>				
<b>Date</b>	<b>Flight</b>	<b>From</b>	<b>To</b>	<b>Date</b>
<b>Entitlement</b>				
3. 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:				
<ul style="list-style-type: none"> <li>a. from the post to attend a post secondary educational institution in Canada, where relocation expenses on behalf of the dependent student has been authorized;</li> <li>b. up to the school year of the 21<sup>st</sup> birthday, from a post secondary school in Canada to the post, when the dependent student ceases full time attendance at a post secondary educational institution in Canada.</li> </ul>				
4. Education Travel link with IRP. CFIRP permits:				
<ul style="list-style-type: none"> <li>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. <b>This travel uses Education Travel Financial coding.</b></li> <li>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. <b>This travel uses CFIRP Financial coding.</b></li> </ul>				
5. Certification by the member :				
<input type="checkbox"/> indicates to the Approving Authority that you understand the parameters of this allowance.				
<input type="checkbox"/> I accept this Education Travel allowance on the condition that within 30 days after completion of travel I am required to complete Part II- <i>Travel Allowance -Verification and Certification</i> and forward to the Approving Authority Outside Canada Support Unit.				
<input type="checkbox"/> I understand that upon receipt of Part II <i>Travel Allowance – Verification and Certification</i> 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.				
<input type="checkbox"/> I understand that that non-compliance, submission of Part II- <i>Travel Allowance – Verification and Certification</i> , will result in no further travel allowances until required documentation regarding this allowance has been submitted.				
<input type="checkbox"/> I understand that proof (photocopies) of travel may consist of: (a) boarding passes, or (b) passport entries				
<input type="checkbox"/> 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				

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Substantiate amount with written outline of costs \$

I request an 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.)  
 Instruction to Complete Post Secondary Education in Canada – Post Secondary Shelter Expense up to the School Year of the 23<sup>rd</sup> Birthday 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 Travel allowances. 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: GRC0000B3218**

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: \_\_\_\_\_

