

FORM # 25FT - EDUCATION ALLOWANCE - SCHOOL TRANSPORTATION FOR STUDENT RECEIVING LANGUAGE TUTORING AT POST

SN	RANK	NAME
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	National Défense Defence nationale	GENERAL ALLOWANCE CLAIM	VOUCHER NO –
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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 –
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FORM # 25FT - EDUCATION ALLOWANCE - SCHOOL TRANSPORTATION FOR STUDENT RECEIVING LANGUAGE TUTORING AT POST *EFFECTIVE 01 AUGUST 2010*

UIC/UNIT:	SY 1 SEPTEMBER	TO 31 AUGUST
EMAIL:	COS DATE:	TED DATE:
STUDENT NAME:	DATE OF BIRTH (dd/mm/yyyy):	
REFERENCES: FSD 30.14 , How To Book – Part IV Annex G		

Name/address/telephone number of School attending:	SCHOOL GRADE
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Benefit
 1. Education Allowance on behalf of a student attending Kindergarten Elementary/Secondary school at the Post to assist with the cost of one return trip from Home to Residence of Language Tutor.

Entitlement
 2. The most economical and practical method of transporting school children to residence of tutor when:
 (i) Language Tutor has a valid teaching certificate and tutoring service is provided at residence of tutor; and
 (ii) Language Tutor does not have a valid teaching certificate and tutoring service is provided at residence of tutor.
 3. Travel Rate as shown in Part XIV – Education Post Ceiling And Travel Rates Guidelines held by your Outside Canada Support Unit.

Certification by the member
 4. I certify that the method chosen to transport my son/daughter to/from school is the most economical and practicable method of transportation.
 (i) Travel by Low Rate of Mileage as of 01 September of the school year for PMC in Kms from Home to Tutor’s Residence
 (ii) Number of hours
 (iii) Other (specify and provide substantiation)
 5. Language Tutor is receiving 15% less than the established French Tutor Post Ceiling rate.
 6. I accept this Education Allowance for school transportation on the condition that I may be required to present proof that this transportation has taken place in the event of an audit. Such documentation should be kept for a period of 7 years to satisfy audit requirements.
 I request Education Allowance for School Transportation in the amount of

Instructions read and Allowance parameters understood.

[Instructions to Complete School Transportation - Schooling at the Post Forms](#)

Member’s signature:	Date:
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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

Outside Canada Support Unit Approving Authority Approval and Certified pursuant to Section 34 of the FAA Block

MAXIMUM EDUCATION ALLOWANCE FOR SCHOOL TRANSPORTATION AS PER PART XIV & XV- EDUCATION POST CEILING AND TRAVEL RATES GUIDELINES: \$

TOTAL EDUCATION ALLOWANCE AUTHORIZED IN LOCAL CURRENCY:

Only admissible expenses listed in FSD 34 are being approved.

Approving Authority Officer Signature:	Date:
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Approving Authority is to provide the member with an authorized copy of this allowance.

Financial Coding: GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3229
 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.
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Claimant’s Signature	Date	Cashier’s Initials
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