

FSD 50.02 Request for Vacation Travel Allowance (deferred 15.03)

Employee Surname: _____

Given Name: _____

Mission: _____

Date: _____

Please provide a Vacation Travel Allowance (VTA), for myself and eligible dependant(s). This allowance will be used within sixty (60) days of the date of approval.

I am aware that the following **terms and conditions** apply:

- Each person's VTA entitlement must be used to travel to the headquarters city, cannot be transferred to another person, and must take place during the period of posting. The trip must start and end at the mission.
- I must demonstrate that at least 75% of the allowance issued for each individual was spent on travel and travel-related expenses.
- I must complete an FSD 70 travel certification form upon completion of travel or before the end of the posting, whichever is earlier.
- No further travel allowance will normally be issued until the travel certification form has been submitted.
- I may be required by the deputy head to provide evidence that the VTA has been used for vacation travel.
- I am required to keep evidence of travel to support the purpose of the allowance for a period of seven (7) years.

Travellers	Approx. dates	Destination (HQ city)	Type of travel and travel related expenses	Approx. cost (\$)

DECLARATION OF EMPLOYEE

- I hereby certify that the information provided in this declaration is correct.
- I acknowledge that it is my responsibility to inform my department of any change or event that may change the information provided above.
- I acknowledge that benefits claimed under false pretences will be recovered and I will be subject to disciplinary action.
- I acknowledge that I will be required to repay the allowance in part or in full if evidence of travel cannot be provided and/or if I do not provide a FSD 70 Certification form.

Employee's signature: _____

Date: _____

Approved by: _____

Date: _____

- Any leave requested by the employee for travel under the VTA must be approved prior to travel.
- The employee and each dependant returning to level III, IV and V hardship missions is entitled to a shipment of 20 kilos of personal effects each (refer to 50.06). Approval is required prior to incurring cost and must be based on the most cost effective means of shipment.