

# FSD 50.01 Request for Vacation Travel Allowance

**Employee Surname:** \_\_\_\_\_

**Given Name :** \_\_\_\_\_

**Mission:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

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

- Each person's VTA entitlement can be used for one or more trips, cannot be transferred to another person, except where assistance has been authorized under FSD 18, and must take place during the period of posting. The trip(s) must start and end at the mission and the vacation destinations must be outside the mission.
- I must demonstrate that at least 75% of the allowance issued for each individual was spent on travel and travel-related expenses, except where assistance has been authorized under FSD 18.
- Where assistance has been authorized under FSD 18, only one trip may be claimed and I must demonstrate that at least 75% of the total allowance has been spent.
- 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	Destinations	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 costs and must be based on the most cost effective means of shipment.