

1.6.2 ACCOUNTABLE ADVANCES

During the course of your relocation and tour of duty, you will inevitably incur expenses which are reimbursable under the Directives. The intent of FSD 4 is that you should not have to go out of pocket. You are, therefore, entitled to receive an accountable advance from your employer for an amount directly related to your anticipated reimbursable expenses.

Accountable advances may not be issued until you have passed your medical requirements or have received a final Posting Confirmation*. It usually takes three or four working days for a cheque to be issued. Figure 8 illustrates the form which is used to account for advances and submit claims for reimbursement.

For allowable expenses incurred as a result of travel, you are required to submit a full account within fifteen days of completing your trip. Advances for expenses under FSD15.31 should be accounted for within 30 days of occupancy of your accommodation. Other allowable expenses must be accounted for within ten days of their incurment. Failure to account for advances within these periods could result in eventual recovery against your pay in accordance with the Department's obligations under the Financial Administration Act.

Some employees have run into problems because they have treated an accountable advance in the same way as a loan. When the time for accounting came and a refund was due the employer, no money was available for that purpose. Keep this in mind, especially during the excitement of getting ready to move out of your accommodation and while you are in travel status.