

3.11 Temporary Accommodation

As you are already aware, living expenses in temporary accommodation is limited to the time it actually takes you to move out of your old accommodation and into the hotel or other quarters prior to travel. Under FSD 15.33, all employees may claim two days of temporary accommodation at headquarters or at the previous mission prior to departure, and another two days at the new place of assignment. Extensions in temporary accommodation beyond two days before departure must be approved in advance by Relocations (ABMR).

Sometimes, it simply is not possible to occupy permanent accommodation at your new place of duty within the time limits for good reasons, for example, lack of suitable facilities, repairs to be completed to Crown-owned accommodation, or due to exceptional operational requirements such as departures on very short notice or delays in agreement for Heads of Mission. In such cases, the employer may authorize an extension of full living expenses. The appropriate Shelter Cost will be applied after 35 days in temporary accommodation (including temporary accommodation at the former place of duty). See the following table, "Temporary Accommodation at the Mission," for claimable expenses.

Advances for living expenses can be obtained from Relocations (ABMR) or the Mission Financial Officer about a week before moving day. Travel claims must be submitted within 15 days of arrival at the new place of duty. The daily meal rates are published in the *Schedules to Foreign Service Directives and Meal Rates*. For travel under the FSDs, incidental expenses may be claimed as indicated in the table, "Temporary Accommodation at Mission."

Note — Extensions of the period for which you may claim living expenses will not be granted for personal reasons such as your decision to sell or rent your property, or where you have vacated your residence early to enable redecoration or repairs to be made.

TEMPORARY ACCOMMODATION AT THE MISSION

	HOTEL ACCOMMODATION	SELF-CONTAINED ACCOMMODATION*
First 2 days	Full meal rate plus incidentals as defined below No shelter cost	Full meal rate plus incidentals as defined below No shelter cost
3rd to 21st day	Full meal rate plus incidentals as defined below No shelter cost	Up to 80% meal rate, plus incidentals as defined below No shelter cost
22nd to 35th day	80% of meal rate, plus incidentals as defined below No shelter cost	No meal rate No incidentals No shelter cost
After 35th day	80% of meal rate, plus incidentals as defined below Shelter cost applies	No meal rate No incidentals Shelter cost applies

* This applies both to commercial self-contained accommodation, and to a temporary staff quarters equipped with adequate furniture, furnishings and appliances.

Incidental expenses may be claimed as follows.

1. Employee unaccompanied at mission:
 - 25% of daily meal rate when in hotel accommodation
 - 15% of daily meal rate when in self-contained accommodation or private accommodation