

Example 2 - An employee is posted from Ottawa to Sydney. Three stopovers and four days travel leave are allowed. Here are some possible itineraries assuming no personal leave is taken en route:

1. Ottawa-Vancouver (stopover)-Honolulu (two night stopover)-Sydney.
2. Ottawa-Winnipeg (stopover)-San Francisco (stopover)-Honolulu (stopover)-Sydney
3. Ottawa-Vancouver (three night stopover)-Sydney.

On each of these itineraries, the employee would be entitled to claim accommodation, meals and related expenses.

2.3.2 DISPOSAL OF ACCOMMODATION

Employees should not take any steps to dispose of their accommodation until they have received their posting confirmation and passed their medical examination.

Leased Accommodation

If you are renting accommodation in Canada or occupying privately leased accommodation at the post, any penalty charges for cancelling the lease due to your relocation are reimbursable under FSD 15.27(a). You will require a copy of:

1. a letter to your landlord advising him of the date you intend to vacate and requesting that you be informed in writing of any penalty charges you may be obliged to pay to secure release from all financial obligations as they pertain to your lease,
2. the landlord's reply, and
3. your lease.

With the above items, you can obtain an accountable advance from APRK to cover the penalty charges. You should then pay the landlord, obtain a receipt and submit it under an Expense Claim Form to APRK before your departure.

Owned Accommodation

If you intend to sell your principal residence (FSD 16.17(b)) in the headquarters area, FSD 16 offers you reimbursement for specified real estate, legal and notary fees and related expenses under certain conditions.