

to the six-month limit will not normally be considered. If there are truly exceptional circumstances, you must submit relevant correspondence to SBM for submission to the appropriate foreign service interdepartmental co-ordinating committee for consideration.

You will no doubt have engaged a company to look after your principal residence in Canada while you are on posting. Under FSD 25.09 (d), these property management fees will be reimbursed. You can either receive an accountable advance from the Mission or forward a claim to SBM (Geographic Service Section) for that fiscal year. Accountable advances will be issued to you once per fiscal year upon presentation of the following documentation:

- a) a copy of the management firm contract and/or a comprehensive receipt;
- b) a copy of your lease; and
- c) either a signed declaration of principal residence or a copy of a completed Revenue Canada T2091 form.

It should be noted that reimbursement of property management fees is a taxable benefit.

3.7 Family Separation Expenses — FSD 15.34

This provision is designed to assist you, the employee, in the temporary maintenance of two residences by waiving payment of your shelter cost at post under the following circumstances:

1. operational requirements — FSD 15.34 (a)(ii)(A);
2. to enable a dependant to finish a school term — FSD 15.34 (a)(ii)(B);
3. illness of a dependant — FSD 15.34 (a)(ii)(C), and
4. a dependant remaining to try to sell or rent your principal accommodation — FSD 15.34 (a)(ii)(D).
5. your family remains in Canada to avoid disruption of a dependant child's education at the primary or secondary level FSD 15.34 (a)(ii)(E).
6. Spousal education or employment, or a combination of both (under certain conditions) FSD 15.34 (a)(ii)(F)&(G)

The entitlement to a waiver of shelter cost has been expanded to include spousal education or employment, or a combination of both, where you accept the assignment on an accompanied basis. The assistance for each purpose shall normally be limited to one assignment in your career.

One return trip home to assist your dependants to relocate to the new place of duty may be approved when the Deputy Head is satisfied that they require your assistance in travelling to the new place of duty.

A Request for Family Separation Expenses (FSE) should be submitted to SBMC (Geographic Service Section), with a copy to SERV, in advance of your departure outlining the circumstances.

Note — Remember that your allowances (Foreign Service Premium — FSP and Post Differential Allowance — PDA) are based on the number of dependants who actually accompany you and will reside with you at the time you arrive at the mission. The amounts payable will be adjusted when your separated dependants finally join you.

3.8 Shipment and Storage of Household Effects

As most of the houses or apartments owned or leased by the Crown are furnished, you will probably not have to ship your furniture abroad (unless you are assigned to the United States where