

Please note that in accordance with FSD 4 you must account for the advance in full within 10 days after the expense has been incurred.

2. Claiming Reimbursement of Fees

You should submit the following documents to SBM (Geographic Service Section) under an Expense Claim Form (EXT 160) to obtain reimbursement:

- a) A copy of the Agreement of Purchase and Sale. (Deed or Transfer of Title in case of a purchase)
- b) The lawyer's receipted Statement of Account and, in the event of a sale, a receipted invoice from the real estate agent. (Originals required)
- c) Original receipts and supporting documents covering other related costs, for example, first mortgage repayment penalty.

3.6 Staff Accommodation at the Mission

Now it's time to think about where you will live during the next few years. The place where you rest your head at night can sometimes make all the difference to the experience of living abroad. And since this house or apartment will be your home for the next two to four years, it's one of the most important items to consider about your new posting.

After receiving your Posting Confirmation form and the Committee on Mission Management (CMM) has met and allocated accommodations, mission administration will correspond with you directly if you will be occupying Crown-held accommodation. Often photographs and floor plans of your new home may be available for your inspection at the Services Centre (SERV).

It would be a good idea to read FSD 25, as well as the Occupancy Agreement, prior to your posting. It lists what your obligations will be, as well as what benefits are provided to you, during your occupancy of staff accommodation abroad.

Directive 25 determines how much you must pay each month for accommodation. This amount is called a Shelter Cost and it includes costs for rent, utilities and services that you will pay to the Department each month. The amount you pay is based on what the average person with a salary and family size similar to yours would pay for fully serviced unfurnished accommodation in the Ottawa/Hull area. This amount is revised every year on April 1, as reported by Canada Mortgage and Housing Corporation.

Staff quarters are either Crown-held (owned or leased), or privately leased. If your staff quarters are Crown-held, they will be fully furnished in accordance with the Material Authorization Tables, subject to the availability of appropriate funding. (When you are assigned to a US mission, in many cases, you will look for your own accommodation and your furniture will be shipped to your new home.) Where no Crown owned or leased property is available, the United States Area Management Office (UAM) will consider whether you and your spouse are eligible for a house hunting trip to the mission. At some missions, provision does exist for the "loan" of various appliances and equipment while in privately leased accommodation. You should explore this with Mission Management on your arrival.

You may also want to pay close attention to FSD 25.09 [(a) and (b)] which provide for a Shelter Cost Waiver, if you own a house or condominium unit in the National Capital area and where you are in a "two rent" situation during your assignment. The Head of Mission may waive the payment of your shelter cost for a period of up to six months. Please note that this six month period is the maximum total period of waiver you will be allowed during one posting (except under FSD 15.34). Exceptions