

through the northern states and drove 4,000 km, the expenses you could claim for meals, accommodation and incidentals would be based on a trip with three overnight stopovers.

In the above example therefore, you would be entitled to claim all automobile operating costs (including car rental costs if applicable for the full 4,000 km, and meals, accommodation and incidental expenses associated with a trip of three stopovers), provided of course that the costs were within your transportation entitlement. You could also take the three overnight stopovers at any time or any place en route. (Complete details of your routing would need to be provided on your claim.) It should be pointed out that any time taken in excess of the normal travel time by air will be charged against your leave credits.

Hint — If you travelled by rented automobile you may claim (within the transportation entitlement) the rental costs — including third party liability insurance — of the vehicle, tolls and parking supported by receipts.

Hint — Any drop-off charges should be claimed under your transportation entitlement.

Ground Transportation Expenses at Old and New Places of Duty

You may claim transportation expenses in travelling from your accommodation to the commercial carrier's terminal at your old place of duty and from the terminal to your accommodation at your new place of duty. (Where local transportation is available to/from central location and airport, this should normally be used.)

Costs of taxis or other local transportation, if over Canadian \$8 in Canada, or over the equivalent of Canadian \$10 outside Canada, can be claimed but receipts are required.

Expenses During Authorized Stopovers

You may claim the following expenses during an authorized overnight stopover:

- a) commercial accommodation based on first class (not luxury) standards of comfort and convenience with size of accommodation conforming to family configuration;
- b) meal costs based on the meal rates established for the location or actual and reasonable meal costs supported by itemized receipts; costs of taxis, etc. same as above.

Other Related Expenses (Incidental Relocation Expenses)

During relocation, an unaccompanied employee may claim as incidental expenses 25% of the daily meal rate when in hotel accommodation, or 15% of the daily meal rate when in self-contained accommodation or private accommodation. When an employee is accompanied by dependant(s), the employee may claim as incidental expenses either (i) 15% or 25% of the daily meal rate for the employee as appropriate for the type of accommodation; or (ii) with receipts, up to 15% or 25% of the daily meal rate for the employee and each dependant.

3.13 Relocating Your Pets

So you want to bring your pet budgie, kitty or dog along with you to the new mission. First of all, check the Mission Report to make certain your new location welcomes animals. Some countries have very strict entry regulations.

The Department does not make arrangements for transportation of your pets. If you decide that you simply must bring your pet, then make the necessary arrangements with the airlines well in advance.

The shipment costs of domestic pets is not paid for separately but is included under FSD 15.31, Incidental Relocation Expense Allowance.