

Effective June 1, 1993, employees are entitled to a non-accountable allowance for relocation, for which receipts are not required. The amount is adjusted annually on April 1st and published in the Schedules to Foreign Service Directives and Meal Rates. This is a departure from the previous system which required full accounting of expenditures and sometimes led to disputes as to what was claimable. In addition, you may claim under FSD 15.32 for car rental expenses outside Canada up to the amount published in the monthly *Schedules to Foreign Service Directives and meal rates*. Car rental expenses are not claimable in Canada. You may also claim up to \$100 for professional cleaning of your residence after your effects have been loaded.

3.4 Disposal of Rented Accommodation — FSD 15.27

You should not take any steps to dispose of your accommodation until you have received your Posting Confirmation form showing that you have passed your medical examination.

Leased Accommodation

If you are renting accommodation in Canada or occupying privately leased accommodation at the mission, 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, (see sample on page 40);
2. the landlord's reply, and;
3. a copy of your lease.

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

Hint — If you are being charged a sublet fee in lieu of charges for cancellation of your lease, this cost may be claimed under FSD 15.27. If your landlord insists that you fulfil the terms of tenancy and this exceeds three months, you should arrange personally to sublet your accommodation. The Landlord and Tenants Act provides for this and your landlord cannot refuse to allow a tenant to sublet.

Leased Accommodation — Part month rent

If you have paid your last month's rent and your departure date for the mission occurs during this period, you may be entitled to reimbursement of a portion of this rental cost. To claim a refund proceed as follows:

1. Provide a receipt from landlord as proof of payment.
2. Divide the number of days in the month of departure into the total monthly rental to obtain the daily rental rate.
3. Total the number of days left in the month from the date of moving into temporary accommodation.