

fiscal year during which the advance was issued, whichever is earlier;

- special provisions apply where an employee's posting is terminated and the employee is relocated to Canada, as a result of operational requirements;
- travel may be combined, that is travel from post may be combined with travel from a second location to a common third location destination;
- where travel does not originate at post, the post must appear on the itinerary and there must be a minimum stopover of 24 hours before travel is resumed;
- travel may be taken on more than one occasion and/or by more than one person, with all travel completed by the end of the fiscal year;
- an employee may request an accountable advance in local currency or Canadian dollars;
- the exchange rates used to process a claim shall be the exchange rates used when the advance was made and no adjustments will be made to recognize exchange rate fluctuations;
- it is the employee's responsibility to provide proof of payment satisfactory to the deputy head or the amount claimed will be deleted from the claim;
- transportation expenses which are not clearly identified by the carrier will be deleted from the claim;
- an unused accountable advance may be repaid in full and the employee credited with the days initially debited; and
- every effort should be made to authorize leave as requested by the employee where the transportation entitlement is to be used by the employee

FSD 48 — Other Leave

Maximum of eight days leave for family related responsibilities or bereavement may be approved for situations which impose hardship beyond that which would occur in Canada