

3. accommodation, meals and other expenses for any approved stopovers; and,
4. living expenses in temporary accommodation prior to departure from your old place of duty. (Advances for expenses in temporary accommodation at the Mission will be provided by Mission Administration.)

In the event that there are any temporary changes that would affect the fare quotation obtained, your transportation entitlement may be amended accordingly.

FSD 15.38 — Relocation During Long School Holiday Recess

Relocation expenses may, under certain circumstances, be paid for a dependant student where an employee is to be relocated during the long school holiday recess.

En Route

If you are travelling by air, you should be aware of your accompanying baggage weight allotment. Make sure you know your weight limitations before you set out for the airport. You are reminded that if any leg of your travel is on a weight limit basis, for example, 20 kg per person, then you must travel within that limit even if your journey begins from a point where a piece concept is applied. In some areas when flights are full, ticket agents may even weigh your hand baggage if it appears to exceed permissible limits.

In addition to getting you from Point A to Point B, the airline(s) used en route has certain responsibilities governing international travel. In the event that you are subject to unduly long delays or miss a connection that has previously been confirmed, the carrier will normally provide you with vouchers for food and accommodation and try to make an alternative booking for the remainder of your journey. Unfortunately, there are serious inconsistencies in the attitudes of staff of some airlines and very often one must be firm in order to get some action. Take note of all relevant particulars including the names of persons you spoke to, times of day, treatment accorded and so forth. If you have to go out of pocket, pay the bill but retain the receipts. After you arrive at the mission, you will be in a position to document a claim for expenses which would not ordinarily have occurred. Please note that such claims will be entertained only when travel arrangements were made by the Department.

Hint — Be prepared to pay departure taxes at some airports if it is not specifically included in your ticket. In some countries it must be paid in US dollars, not local currency. If the Department arranged the travel, save the receipt for inclusion in your claim.

Hint — It is useful to have small amounts of local currency available for porters, drivers, bus fare etc.

Expenses Claimable During Relocation Travel

Transportation

If your transportation was purchased through GTS you must attach the ticket stubs to your expense claim. If you received an accountable advance from ABMR and purchased your own transportation, you must attach the fare quotation provided to you by ABMR, the original receipt covering the purchase of transportation and the ticket stubs.

If you travelled by car, you may claim (within the transportation entitlement) actual and reasonable operating costs, for example, gasoline, oil, minor maintenance en route, tolls, parking; or the kilometric rate established for the location where your journey by Private Motor Vehicle (PMV) commenced. You may also claim (within transportation entitlement) for meals en route, overnight accommodation and related incidental expenses, based on the Treasury Board standard of one overnight stop after travel of more than 500 kilometres. However, the maximum number of stops that you may claim would be based on the most practical and economical route by car between the points where the car travel began and terminated. For example, if you travelled by car between Minneapolis and Ottawa, the most practical and economical route would be 1650 km and therefore, regardless of the actual distance driven, even if you made a wide sweep