

- 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

FSD 50 — Foreign Service Travel Assistance and Foreign Service Vacation Travel Assistance

Provides assistance to enable employee and dependants to visit Canada during and/or at the end of posting. Employee may choose another location within overall cost entitlement

Employees are given an option to claim the current FSD 50.04, which is fully accountable and applies only to actual admissible travelling expenses or to claim a non-accountable foreign service vacation travel allowance of:

- 90% of full (Y) economy class fare for those posts for which a stopover would be authorized for relocation travel; and
- 80% of full (Y) economy class fare for those posts for which a stopover would not be authorized; except that
- where there is no full (Y) economy class fare, 100% of (Y2) economy class fare shall be used.

Vacation leave is an entitlement and should be authorized at the same time foreign service vacation travel assistance is approved

The foreign service vacation travel allowance is available on a trial basis during the term of these directives and may be subject to evidence satisfactory to the deputy head that travel has been taken

The costs authorized under FSD 50.06 shall be limited to the lesser cost of either air cargo or accompanied excess baggage, as determined by the deputy head on the basis of the employee's