

20. **Cheque Deposits – Assistant Director (Personnel).**
Personnel whose cheques are not already being deposited in their banks should advise which bank and account should be credited each month with pay and allowance payments.
21. **Heavy Luggage**
Make arrangements to have heavy luggage delivered to the station at the time required. (See *Guidance Paper 406*).
22. **Hotel Accommodation in Ottawa – O.I. Section 5-50-1(a).**
This may be arranged personally or through the Assistant Director (Admin.). Personnel are reminded, not only that there is a limitation as to the number of days the Department will pay expenses, but also that a certificate that such charges are necessary must accompany the removal expense account.

Three Days before Departure

23. **Ottawa Appointments**
Arrange appointments through their secretaries to see the Director and the Executive Director.
24. **Tickets and Passports**
Pick up tickets and passports; their accuracy is the responsibility of the traveller.
25. **Travellers' Cheques – O.I. 4-74.**
If you need travellers' cheques, the cost may be included in your Removal Expenses. It's wise to carry travellers' cheques in U.S. dollars. (In many countries it is useful to carry a modest sum of U.S. dollars in small denominations for incidental expenses immediately on arrival or just before departure.)
26. **Expense Claim Form**
Obtain a sufficient supply of forms C.T.110 (Rev.). Removal Expense claims must be submitted in duplicate.
27. **Dislocation Expense Forms – Assistant Director (Admin.) – O.I. Section 5.90.**
Obtain from T.C.S.15. Dislocation Expenses are to be submitted in triplicate. Because only one claim is permitted for each removal you should hold your claim until all items are complete. Advances on these claims are not made.

PERSONAL MATTERS – Here are some suggestions and reminders:

On notification of Posting

28. **Letter To Post of Destination**
As soon as the Post of Destination has been notified of the appointment, personnel may wish to write for further advice on educational facilities, housing, last-minute training, use of appliances, etc. Such a letter should not be written until the post report has been read.