

remain on) the list of Missions in Annex H and regular monthly reporting procedures as set out in the above paragraphs will be followed.

2.17.4 Transfer of personal funds. At missions where it is not possible to transfer personal funds to Canada through normal banking channels at an official rate of exchange, or where banking procedures do not permit conversion to take place within a reasonable length of time, personal funds may be accepted for deposit to official mission accounts to facilitate their transfer to Canada, subject to the conditions set out below.

Personal funds may be accepted from:

- (a) employees to whom the Foreign Service Directives apply; and
- (b) Canadian Forces Attachés accredited to and resident at the mission and their Canadian Armed Forces staff.

Personal funds accepted shall not exceed the equivalent of the amount established by the Deputy Head under FSD 10 as the maximum amount of the posting loan or the absorptive capacity of the official mission accounts, whichever is less, and shall be converted to Canadian dollars at the rate of exchange authorized under host country regulations for the employees concerned on the date of deposit. For those few missions where the exchange rate authorized for employees is different from the rate used for mission accounts, the rate of exchange to be used in the conversion will be the rate applicable to employees.

In addition to accepting personal funds from Canadian government employees as specified above, a mission shall accept, under the same conditions, personal funds of Canadian personnel in the country of the mission employed under direct contract by the Canadian International Development Agency, and if they have served abroad for at least one year. Deposits for the latter shall be restricted to an amount not exceeding the equivalent of \$10,000 and may include any delayed payment of allowances by local governments.

Personal funds may be accepted only once from an employee during the course of a posting. Each employee of an employee-couple may separately apply for transfer of funds under these Directives.

Employees applying for transfer of personal funds of local currency shall establish to the satisfaction of the Head of Mission that these funds represent only proceeds acquired legally from authorized sources and transactions, do not constitute an abuse of privilege and are not contrary to the Code of Conduct and Conflict of Interest Guidelines. Subject to authorization by the Head of Mission, these funds may include proceeds from:

- (a) sale of a personal motor vehicle,
- (b) sale of other durable goods,
- (c) earnings of a spouse, and
- (d) in the case of personnel under direct contract to CIDA, any delayed payment of allowances by local governments.

Employees shall submit for the approval of the Head of Mission an *Application for Transfer of Personal Funds* with supporting vouchers as appropriate. A sample application form is attached as Annex D.

2.17.5 Trust accounts. All personal funds accepted for deposit to the official mission account shall be liquidated during the current monthly accounting period. Where the mission would be unable to liquidate personal funds during this period, the Head of Mission may authorize acceptance of such excess funds in trust, until such time as the funds may be disposed of through deposit to the official mission account when