

When occupying privately leased accommodation, you still have to pay your shelter cost each month. However, you will be reimbursed for your actual rent up to a ceiling amount established for the post. This ceiling is based on annual salary, household size and representational responsibilities. To give you greater flexibility in locating something compatible with your lifestyle, you can elect to have your rent ceiling and shelter cost determined on the basis of a "household size" which is one level higher or lower than your actual household size. A good example of this option is contained in the guideline to FSD 25.02(b)(ii).

Note - If you change privately-leased or Crown accommodation out of personal choice and your annual salary has increased in the meantime, your Shelter Cost may go up. However, your Shelter Cost is not affected if you have to vacate through no fault of your own.

Some employees may conclude that it is to their advantage to purchase rather than rent their own accommodation while outside Canada. The Department has no objection to this practice but cautions that potential legal and disposal problems should be very carefully considered before any irreversible steps are taken. If you buy your own home outside Canada, you will be exempt from paying your Shelter Cost. However, you will not be eligible for any rental assistance or any of the other provisions under FSD 25, including local fuel and utility costs. In other words, you will be on your own. Caveat emptor!

Pre-Posting Appointments

Whenever possible, it is in everyone's best interest that accommodation be arranged prior to arrival at the post. The logical place to start your rounds is in the Staff Accommodation section (MRML) located on the third floor of Tower C. The officer you see will discuss your requirements, communicate with the post if necessary and give you a reasonable idea of what to expect. She may also be able to show you floor plans or photographs of crown accommodation if these have been received from the post. Where no crown accommodation is available, you will find out whether you (and your spouse) are eligible for a househunting trip. (See FSD 15.30). During your visit to MRML, you will also receive important information about other provisions of the Directives which come into play after you occupy accommodation. If you have any questions about shelter cost or furnishing schemes, that is the time to ask.

2.2.3 TRANSPORTATION

Some very significant changes have occurred in FSD 15.17 making it easier than ever before for employees to operate their own automobile at most posts and move it around between assignments. Except as noted in the next sub-section, this Directive provides authority to pay for the shipment on Relocation of one privately owned automobile both to and/or