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Canadian Forces
Integrated Relocation Program Directive



APS 2009 - 2012

Departmental Authority: Director General Compensation and Benefits (DGCB)

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Chapter 1 Principles

**1.01
Introduction**

This chapter describes the policy principles. They are the cornerstone of managing relocations and shall guide all CF members, civilian employees and the service provider in achieving fair, reasonable and modern relocation practices.

It is divided into the following sections:

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Section 1.1 Policy

1.1.01 Policy effective date

The Canadian Forces Integrated Relocation Program (CFIRP) 2009 is effective 1 April, 2009. It represents the Treasury Board Secretariat's approved policy for CF members on relocation of their Dependents, Household Goods and Effects ((D) HG&E).

1.1.02 Policy statement

The Department will:

- pay for a door-to-door move when authorized to relocate at public expense; and
 - ensure reimbursement of relocation expenses as per the CFIRP policy.
-

1.1.03 Eligibility application

The following officers or non-commissioned members of the Regular Force or the Reserve Force on Class B or C service are entitled to relocation benefits under the CFIRP:

- Regular Force members who are posted and Reserve Force members who accept a period of employment, [as per Chapter 13](#), are authorized to move their (D) HG&E from one place of duty to another only when the replacement residence is at least 40 kilometres closer to the new place of duty than the current principal residence.
 - The formula for calculating the distance is as follows:
 1. Distance in kilometres between previous residence and new place of duty = _____ km.
 2. Distance in kilometres between new residence and new place of duty = _____ km.
 3. Line 1 minus line 2 = _____ km.

When the difference is 40 km or more, relocation benefits are reimbursable.

- CF members who are eligible to a relocation to the Intended Place of Residence (IPR) on release; and
 - The Executor or the personal representative of the estate of a CF member who is deceased, officially reported as missing, a prisoner of war or interned or detained by a foreign power or declared to be mentally incapacitated.
-

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Section 1.1 Policy, continued

1.1.03 Eligibility application, continued

(Limitation) CF members who enrol or re-enrol, or transfer from the Reserve Force to the Regular Force, and have not successfully completed basic military training are not entitled to relocation benefits under the CFIRP, unless they are:

- on their first posting after graduation from a military college;
 - on their first posting after graduation from a civilian university for which their education was paid by the Canadian Forces; or
 - dental, medical or legal officers who have successfully completed basic officer training.
-

1.1.04 Policy articulation

The CFIRP Policy Document contains information regarding the benefits and applicable funding available to CF members on relocation of (D) HG&E at the time a file is opened. It provides options to CF members within a policy framework to allow them to choose specific relocation benefits.

Each year on 1 April, the CFIRP transitions to a new governing policy year. CF members will be administered under the CFIRP 2009 when:

- their COS/release/transfer date (for Regular Force) or the commencement date of the period of employment (for Reserve Force) is 1 Apr 09 or later; or
 - they elect their IPR prior to 1 Apr 09 and they relocate their (D) HG&E after 1 Oct 09; or
 - their COS/release/transfer date (for Regular Force) or the commencement date of the period of employment (for Reserve Force) is prior to 1 Apr 09 and they relocate their (D) HG&E after 1 Oct 09.
-

1.1.05 Policy structure

This policy has been divided into three parts:

- Part 1 - Principles and Commonalities – which contains the principles of the CFIRP policy, the administration of the policy and the relocation entitlements that are common to all moves;
 - Part 2 – Core Policies – which contains the main and general entitlements for a typical move within Canada; and
 - Part 3 – Special Circumstances – which contains the limitations or enhancements of specific benefits in special circumstances.
-

Section 1.2 Components

1.2.01 Introduction

This section provides:

- an overview of the three separate yet interdependent sets of entitlements: core, custom, and personalized components from which relocation benefits are paid; and
- the composition of the custom and personalized funding formula.

1.2.02 Components

This table provides a general outline of the benefits and their correspondent funding associated with each component.

Component Content	Core	Custom	Personalized
Benefits	Essential to a relocation.	Enhancements to a relocation.	Non-essential, but attributable to a relocation.
Funding	Each benefit funded directly by the Department	Formula composed of three factors: <ul style="list-style-type: none"> • Accommodation • Transportation • Shipment of HG&E 	Formula composed of a variety of elements (if eligible): <ul style="list-style-type: none"> • Movement Grant • Posting Allowance/Reserve Relocation Allowance • Incentives • Savings

1.2.03 Core benefits

CF members are not required to use these benefits; however, unused benefits cannot be exchanged or assigned a monetary value to pay for other benefits or expenses. CF members who do not use core benefits shall forfeit them.

1.2.04 Custom benefits

Custom funding is based on the factors of type of accommodation, distance traveled and family size. The custom funding formula is used by CF members to pay for custom benefits. Custom funding is provided on a “*use it or lose it*” basis. Once the customized funds have been used, remaining expenditures are from the personalized funds.

Continued on next page

Section 1.2 Components, continued

1.2.05 Personalized benefits

Relocation expenses may be reimbursed from the personalized funds when the expenditure is not specified within the policy but is attributable to the relocation and meets the intent of the CFIRP. These must be reasonable, justifiable, and supported by receipts. The reimbursement of these expenses must not constitute personal gain.

It is within CF members’ discretion to use personalized benefits. The personalized funding formula is subject to Canada Revenue Agency regulations and available for use in three ways:

- it can pay for any personalized benefits;
- it can pay for additional custom benefits beyond what can be covered by the custom funding formula; and
- remaining funds can be cashed out and paid directly to CF members.

When a relocation benefit is reimbursed from personalized funds CF members are not obligated to use the 3rd party service provider.

Section 1.2.1 Custom Funding Formula

1.2.1.01 Formula The Custom Funding Formula is used to calculate how much money will be available to spend on Custom Benefits and is the total of three factors:

Custom Funding Formula		
		Greater of \$1,000 or 35% of the real estate commission based on the sale price if sold prior to an appraisal or the appraised value (max. \$5,250)
+		35% of the cost of transportation (using current Department of Finance annual rate) from old place of duty to new place of duty for CF member and dependants (one-way)
+		35% of the cost of shipping 1,000 lbs/452.60 kg of household goods per qualifying room
=		Total Custom Funds

Continued on next page

Section 1.2.1 Custom Funding Formula, continued

1.2.1.02 Limitations to qualifying rooms

For the purpose of calculating the Custom Funding Formula, the following is the list of qualifying rooms:

- Basement (to include washer/dryer and freezer)
 - Bedroom (including bedrooms in basement)
 - Dining Room
 - Family Room
 - Garage (not multi-level condos and apartment buildings)
 - Kitchen
 - Living Room
 - Outbuilding/Storage Shed (limit one)
 - Recreation Room
 - Storage Room (separate from multi-level condos and apartment buildings)
-

1.2.1.03 Shared accommodation

When CF members share accommodations with persons other than their spouse or dependants, the shipment of HG&E factor is based on the rental or pro-rated homeowners formula.

If CF members occupy a...	then the factor is based on...
single room,	one qualifying room.
portion of an entire residence,	CF members portion of the number of rooms in the residence.

Section 1.2.2 Personalized Funding Formula

1.2.2.01 Formula

The Personalized Funding Formula is used to calculate how much money will be available to spend on Personalized Benefits and is the total of five factors as shown in the table below:

Personalized Funding Formula	
	Movement Grant
+	Posting Allowance (if applicable)/Reserve Relocation Allowance
+	Real Estate Incentive (max. \$12,000)
+	Long Term Storage (LTS) Incentive
+	House Hunting Trip (HHT) Savings Incentives
=	Total Personalized Funds

Continued on the next page

Section 1.2.2 Personalized Funding Formula, continued

1.2.2.02 Movement grant

Wherever a move of HG&E is authorized and eligibility has been established, CF members receive a non-accountable movement grant of \$650 to offset various losses or expenses incurred but not specifically provided for. CF members must sign a statement attesting that these expenses were incurred. Receipts are not required. Examples of expenditures are:

- food which cannot be shipped (e.g.: frozen food, perishables, spices, etc);
- household goods which cannot be shipped (e.g.: paint and building materials);
- house plants;
- disassembling and assembling of garden and patio furniture;
- removal or installation of valance boxes, curtain rods, wall hooks, clocks, and wall mirrors;
- taking up or re-laying hall runners, etc., labour for altering and re-hanging existing drapes and curtains;
- purchase of school books at new location, if such books are required for the normal course of study and are not provided free of charge by the school authority (only applicable if relocation takes place during school year);
- non-transferable portion of fees such as insurance and local clubs and associations, pro-rated;
- photocopy and transmittal costs for transcripts of academic records for employee or dependant; and
- replacement of propane tank.

1.2.2.03 Posting/Reserve Relocation allowance

Posting allowance is intended to provide compensation for the turbulence associated with relocation of Regular Force members, which is based on CF members' monthly rate of pay on the COS date.

Reserve Force members authorized to relocate are entitled to the Reserve Relocation Allowance of \$1000.

Continued on next page

Section 1.2.2 Personalized Funding Formula, continued

1.2.2.04 Real estate incentive

CF members who elect to keep their principal residence receive an incentive equal to 80% of the pre-negotiated corporate real estate commission rate based on the appraised value of the principal residence, not to exceed \$12,000.

1.2.2.05 Long Term Storage incentive

CF members posted to isolated posts or outside Canada are entitled to Long Term Storage (LTS) of major appliances. CF members who do not store their major appliances may transfer 80% of the savings resulting from not storing one set of the following qualifying appliances: refrigerator, stove, freezer, washer, dryer, and/or dishwasher. Savings shall not exceed the cost of 24 months storage. Entitlement is limited to CF members who owned the appliances prior to the receipt of a posting instruction. Eligible appliances are listed in [art 9.1.07](#).

1.2.2.06 HHT savings incentives

CF members can generate Personalized Funding of up to \$250 as a result of savings by shortening their HHT and an additional \$250 if the CF member and spouse travel via service flight or charter.

Section 1.3 Recourse

1.3.01 Limitations

The benefits outlined in this policy are all inclusive. It is designed to provide some degree of flexibility while remaining within the intent of the policy. This will allow CF members to make choices based on their specific needs; however, those choices shall not extend benefits or create entitlements.

Disagreement with the relocation policy is not substantiation for departmental adjudication.

There is no provision, under any circumstances, for benefits to be exchanged, traded, assigned a monetary value, or changed through the provision of a business case.

Continued on next page

Section 1.3 Recourse, continued

1.3.02 Request for clarification /adjudication

Requests may be submitted to DCBA through the CF Relocation Coordinator when CF members:

- have incurred reasonable expenses resulting from exceptional circumstances or demands not covered by the relocation policy and require Treasury Board Secretariat (TBS) authority; or
- do not agree with the application or the interpretation of the CFIRP policy by the service provider.

All requests shall include the following information:

- a written description of the decision/situation that generated the request and all supporting facts known to the CF member;
- the rationale supporting the request, with a clear statement of the full benefits sought; i.e. what benefits the CF member feels he/she should be entitled to; and
- all pertinent supporting documents such as posting instr, MPRR, invoices, airfare quotes, medical statements, Relocation Consultant's statements, reports, if MSC and service spouse is also posted, both posting instrs etc.

CF Relocation Coordinators shall return incomplete requests to CF members with explanations on required documents/information.

CF Relocation Coordinators shall respond directly to CF members' requests that do not meet the limitations of the policy as stated above with appropriate analysis and pertinent references.

Released CF members Released CF members shall communicate with the nearest CF Base Relocation Coordinator.

Section 1.4 Definitions

Accommodation directory [Government of Canada Hotel Directory](#) for that particular area. *Répertoire des logements*

Actual and reasonable expenses Justifiable expenses that do not upgrade the financial position or exceed the authorized benefit of the CF member and are supported by proof of payments; i.e., receipts, vouchers, and credit card statements. *Dépenses réelles et raisonnables*

Continued on next page

Section 1.4 Definitions, continued

Arm's length transaction	An arm's length transaction is one that is consummated between two or more non-related parties as per Canada Revenue Agency (CRA) interpretation. Related individuals include: <ul style="list-style-type: none"> • direct-line descendants, as well as spouse or common law partners, brothers, sisters, and in-laws; and • non-immediate family members such as cousins, aunts, uncles, nephews and nieces. <i>Transaction sans lien de dépendance</i>
<hr/>	
ATM charges	Charges by a financial institution for transactions conducted via automatic teller machines. <i>Frais de guichet automatique bancaire</i>
<hr/>	
Basic Training List (BTL)	A list of positions to which CF members may be posted to acquire initial occupation qualification training. <i>Liste de l'instruction de base (LIB)</i>
<hr/>	
Business case	A detailed analysis of the costs, benefits and risks associated with a proposed plan which offers reasonable alternatives. It provides information necessary for making a decision about whether a plan should proceed. <i>Analyse de rentabilité</i>
<hr/>	
Clear title	Unconditional title to a property as determined by the CF member's lawyer. <i>Droit de propriété absolu</i>
<hr/>	
Commercial lodgings	Lodgings obtained in a hotel, motel, tourist home, guest cottage or similar establishment that caters to the general public at predetermined rates. <i>Hébergement commercial</i>
<hr/>	
Commercial transportation	Means transportation by air, ground transportation such as but not limited to: professional airport limousine, rental vehicle, shuttle, taxi, bus, rail or watercraft. Upgrades to Business Class or First Class will not be reimbursed from any funding envelope. <i>Transport commercial</i>
<hr/>	
Component	The Component provides CF members with benefits and funding for relocation. <i>Composante</i>

Continued on next page

Section 1.4 Definitions, continued

Controlled location	A VCDS Controlled International Operation, where the move of dependant(s) is authorized; however, the move of HG&E is limited to specific weight restrictions found within the applicable weight tables contained in the CFIRP Policy. <i>Déménagement contrôlé</i>
Cooking facilities	Adequate cooking facilities, as a minimum, are a two-burner hotplate, refrigerator and a microwave oven if required for a continuous period of less than seven days. For periods of more than seven continuous days, adequate cooking facilities include a stove, refrigerator and microwave oven. <i>Équipement nécessaire à la préparation des repas/coin-cuisine</i>
DCBA	The Directorate of Compensation and Benefit Administration . <i>Direction de la rémunération et des avantages sociaux (Administration)</i> .
Department	The Department of National Defence . <i>Ministère de la Défense nationale</i>
Dependant	<p>A person who normally resides with the CF member at the CF member's primary residence and is:</p> <ul style="list-style-type: none"> A) The CF member's spouse or common-law partner and if living separately is doing so for military reasons; B) A relative by blood, marriage or adoption such as the parent(s), grandparent(s), brother(s), sister(s), aunt(s), uncle(s), niece(s), nephew(s) or grandchild of that CF member or of the CF member's spouse or common-law partner who is both dependant on the CF member for support and: <ul style="list-style-type: none"> i. Is under 21 years of age; or ii. Dependant on the CF member by reasons of mental or physical disability; or C) Is in full time attendance at a school or other education institution that provides training or instruction of an educational, professional, vocational or technical nature. The biological child, stepchild, adopted child including a child adopted by Aboriginal people under the Custom Adoption Practice, or legal ward of the CF member or the CF member's spouse or common-law partner or their child who is both dependent on the CF member for support and is: <ul style="list-style-type: none"> i. Under 21 years of age; or ii. Dependant on the CF member by reason of mental or physical disability; or

Continued on next page

Section 1.4 Definitions, continued

Dependant, continued

- iii. is in full time attendance at a school or other education institution that provides training or instruction of an educational, professional, vocational or technical nature.
- D) A family member, who is permanently residing with the CF member, but who is precluded from qualifying as a dependant under the [Income Tax Act](#) because the family member receives a pension.
- E) A housekeeper, if the member is single and has a dependent child as defined above for whom the member maintains a home in which the member also normally resides (posting instruction must recognize housekeeper as dependant as per [CFAO 209-28](#)).

Number of dependants When a posting message does not include all dependants, CF members must provide their Military Personal Records Resume (MPRR) to the service provider to show the number of dependants.

NOTE 1. In cases of joint/shared custody, when the dependant is residing with the CF member at the time of the relocation, expenses as outlined in the CF IRP Policy may be reimbursed. [As per art 3.4.03](#) the DAE portion of the posting allowance is payable to CF members whose dependants are relocated at public expense.

2. When posted outside Canada the host country may not recognize those defined as dependants under the CF policy therefore CF members should verify host country regulations and ensure compliance understanding that they are responsible for any subsequent costs associated with continuing to establish residency. *Personne à charge (PC)*

Direct road distance

Means the official distance listed in the department-approved distance guide less distance traveled on water, where included, or when not listed means the shortest practicable road distance as determined by the service provider.
Distance par la route directe

Dwelling

Self-contained living quarters that have the normal amenities necessary for continuous year-round occupancy, and that have one or more private entrances from outside or from a common hall, lobby, vestibule or stairway inside the building. The term includes houses, condominiums, apartments, mobile homes, boats and those portions of a multiple-unit residential building that are owned and occupied by the CF member. *Unité d'habitation*

Continued on next page

Section 1.4 Definitions, continued

Equity	The sale price of the residence less any existing mortgage and/or lien, not a CF member's net worth (i.e., the difference between the sale price of the residence and the remaining mortgage or loan payments outstanding on that residence). <i>Valeur nette totale</i>
Exceptional circumstances	Such circumstances include, but are not limited to, weather conditions, operational requirements or travel to remote areas. They are rare and shall only be considered in cases of extreme and unforeseen situations. <i>Circonstances exceptionnelles</i>
Expenses	The amount of money spent in order to purchase an item or service. <i>Dépenses</i>
Fees	The payment for professional services rendered. <i>Honoraires</i>
Funding formula	The various factors and elements that add together to determine the amount of custom and personalized funding available to the CF member. <i>Formule de financement</i>
Geographical boundaries	Geographical boundaries of a base established by a Base Commander. <i>Limites géographiques</i>
Government quarters	Family or single quarters, a limited dividend or non-public fund housing or similar accommodation whose occupancy is controlled by the Canadian Forces Housing Agency or by military authorities. <i>Logement de l'État</i>
Home staging	Home staging is a professional service that assists a home seller in making their home more attractive and appealing to potential buyers. A home stager may bring in furniture, artwork, plants, rugs and accessories to make a house look its best while on the market. Some "full service" stagers also offer contractor consulting services which may include choosing paints, tiles, carpets, etc., and working with the contractors to get the house ready. <i>Mise en valeur de propriété</i>

Continued on next page

Section 1.4 Definitions, continued

Household Goods and Effects (HG&E)	The personal belongings, including the furniture, household effects, household equipment and personal effects of a CF member and dependants. They do not include those items specified not eligible to be shipped due to their hazardous nature or where excluded by Departmental relocation policy or otherwise restricted by household goods removal tariffs of the HGRS contract. <i>Articles de ménage et effets personnels (AM et EP)</i>
<hr/>	
Imposed Restriction (IR)	An approved delay in moving Dependants, Household Goods and Effects ((D)HG&E) for a specific period of time. <i>Restriction imposée</i>
<hr/>	
Incidentals	When on an HHT or DIT means the Treasury Board Incidental Travel Rate payable to one family unit only (including the CF member) anytime CF members or dependants are on travel status. Incidentals are intended to pay for expenses such as, but not limited to, gratuities, dry cleaning, laundry, bottled water, phone calls, home grass cutting, snow removal, home security check, plant watering, mail services, pet care, telecommunications hook-ups and service. <i>Frais accessoires</i>
<hr/>	
Intended Place of Residence (IPR)	The place at which a CF member or former CF member intends to reside following release from the CF. <i>Domicile projeté (DP)</i>
<hr/>	
Isolated posts	As identified in the Treasury Board Isolated Post Directive . <i>Postes isolés</i>
<hr/>	
Kilometric rate – travel	Means the travel rates as published by the Treasury Board kilometric rate . Reimbursement under CFIRP is the applicable kilometric rate, multiplied by the pre-established distance to be traveled as per the department-approved distance guide. <i>Taux par kilomètre – Déplacement</i>
<hr/>	
Loyalty contract	A vendor-imposed contract, which stipulates a fixed period of time for a service provided to the consumer (i.e., a free cell phone for signing a three year contract; if the contract is broken there is a penalty to the consumer). <i>Contrat de fidélité</i>
<hr/>	
Market value	The value of a residence at the time of its sale. <i>Valeur marchande</i>
<hr/>	

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Section 1.4 Definitions, continued

Meal rate	Means the Treasury Board prescribed meal rate per person, per full calendar day that includes the breakfast, lunch and dinner meals. <i>Taux de repas</i>
Medically retained	A CF member may be retained subject to employment limitations only on a temporary, transitional basis, to the earliest of the end of the current terms of service, or a period of three years, if the recommendation of an Administrative Review - Medical Employment Limitation is release because the CF member is in breach of the minimum operational standards. <i>Maintien en poste pour raison médicale</i>
Mileage – distance calculation	Kilometric and mileage distances (less distance traveled by sea) calculated using the shortest practicable road distance and the department-approved distance guide. <i>Calcul de la distance en milles/km</i>
Miscellaneous allowance	When on TNL and ILM&M means 12% of the full daily meal rate for the CF member and 6% of the full daily meal rate for each dependant regardless of age and is payable anytime CF member or dependants are on travel status. Miscellaneous expenses are intended to pay for expenses such as, but not limited to, gratuities, dry cleaning, laundry, bottled water, phone calls, home grass cutting, snow removal, home security check, plant watering, mail services, pet care, telecommunications hook-ups and service. <i>Allocation pour frais divers</i>
Movement grant	A non-accountable grant intended to offset various losses or expenses incurred but not specifically provided for because of the move. <i>Allocation de déménagement</i>
Non-commercial lodgings	Lodgings other than commercial lodgings, including a travel trailer, tent or a private home, but not including public quarters or the private residence of the CF member or a relative or acquaintance with whom the CF member normally resides. <i>Hébergement non commercial</i>
Pets	Animals that normally reside in the family home or that would be allowed in a living room. Farm animals such as horses are not included. Large numbers of animals such as a cattery or a kennel of dogs, whether owned for pleasure or profit, are not included. <i>Animaux de compagnie</i>

Continued on next page

Section 1.4 Definitions, continued

Place of duty	The place at which a CF member usually performs normal military duties and includes any place in the surrounding geographical area that is determined to be part thereof by the Chief of the Defense Staff or such other officer as shall be designated. <i>Lieu de service</i>
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Posting allowance	An allowance, provided as part of the funding, intended to provide compensation for the turbulence associated with relocation of CF members of the Regular Force. <i>Indemnité d'affectation</i>
--------------------------	--

Primary mode of travel	Means the mode of travel by which the CF member and the majority of the family members travel. <i>Moyen de transport principal</i>
-------------------------------	--

Principal residence	<p>A dwelling in Canada, other than a summer cottage or other seasonal accommodation, together with that portion of land (1.25 acres or less) that:</p> <ul style="list-style-type: none"> • Is situated at the location to which the CF member's Household Goods and Effects were last moved at public expense or at a location from which the CF member is authorized to move Household Goods and Effects where the CF member's Household Goods and Effects have never been moved at public expense; • Is owned by the CF member or the CF member's dependants or jointly by the CF member and the CF member's dependants; and • Was occupied by the CF member, the CF member's dependants or both, immediately prior to official notification of the posting (as defined by Canada Revenue Agency). <i>Résidence principale</i>
----------------------------	---

Principal residence – actively marketed	<p>A principal residence will be considered actively marketed for sale when:</p> <ul style="list-style-type: none"> • The principal residence is continuously for sale except for brief interruptions (e.g. to change brokers or listings) through a licensed real estate agent (realtor); • The principal residence listing price is consistent with the appraisal paid by the CFIRP and the conditions of the market; • The CF members are acting in good faith to dispose of the residence; and • No reasonable offers have been refused. <i>Résidence principale – Démarches de mise en vente active</i>
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Section 1.4 Definitions, continued

Private Motor Vehicle (PMV) A serviceable motor vehicle whose cubic measurement does not exceed 20.80 cubic meters that is owned and registered by the CF member or a dependant, and may be of passenger car configuration, or any other type of self-propelled vehicle mounted on a car or truck chassis, but does not include the cars of electric or steam railways or other motor vehicles running only on rails, or a motorized snow vehicle, farm tractor, or similar type of self-propelled vehicle. *Véhicule personnel (VP)*

Professional cleaning A service rendered by a company or an individual who provides cleaning services as a source of income. It does not include the purchase of cleaning supplies to personally perform the cleaning. It excludes items deemed as maintenance such as, but not limited to: chimney cleaning, furnace cleaning, duct cleaning, spa and pool cleaning, etc. *Nettoyage professionnel*

Prohibited move A move to a place of duty to which the Department considers it desirable, or in the public interest, to prohibit the move of dependants, or Household Goods and Effects, or both. *Déménagement interdit*

Purchase price The actual amount paid for a principal residence, including applicable federal or provincial sales tax. *Prix d'achat*

Receipts/ personal declaration **Receipts** An official receipt as defined by Canada Revenue Agency (CRA) which shall include the following information:

- Name of person or organization that provided the service;
- Date the service was rendered (period covered);
- Address of the CF member;
- Signature of the service provider;
- Social Insurance Number (SIN) of the person providing the service or telephone number of the person providing the service (see note below);
- Amount paid for services rendered; and
- If the receipt is for babysitting, the name(s) of the child(ren) that were babysat.

SIN number Although CRA internal procedures indicate that a SIN should be provided on the receipt, Canadian citizens may refuse to provide their SIN to the service provider due to confidentiality issues. However, they must provide a telephone number where they can be reached by CRA if their SIN is required at a later date.

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Section 1.4 Definitions, continued

Receipts/ personal declaration, continued	<p>Personal declarations Receipts are required for reimbursement. Under extenuating circumstances when receipts have been lost, accidentally destroyed, incomplete or unobtainable, CF members may submit a personal declaration which explains the events, the reasons and the costs. They must include CF members' name/rank and be signed/dated. <i>Reçu / déclaration personnelle</i></p>
Replacement residence	<p>A dwelling in Canada, other than a summer cottage or other seasonal accommodation, together with that portion of land (1.25 acres or less) that:</p> <ul style="list-style-type: none"> • Is situated at the location to which the move of HG&E is authorized; • Is purchased by the CF member, CF member's dependants or both at the location to which the move of HG&E is authorized; and • Will be the principal residence of the CF member's or the CF member's dependants at the location to which the move of HG&E is authorized. <p><i>Résidence de remplacement</i></p>
Restricted move	<p>A move to a place of duty to which the Department considers it desirable, or in the public interest, to restrict the move of dependants or Household Goods and Effects or both, until suitable accommodation becomes available.</p> <p><i>Déménagement restreint</i></p>
Sale price	<p>The final selling price of a principal residence. <i>Prix de vente</i></p>
Secured accommodation	<p>A binding contract for accommodations (signed purchase/lease agreement) where all conditions have been met. <i>Logement garanti</i></p>
Spouse	<p>The common law partner of the CF member or a person married to the CF member. <i>Conjoint / conjointe</i></p>
Standard rate accommodation	<p>The Government of Canada Hotel Directory Standard Rate for that particular area. <i>Taux standard – Logement</i></p>
Storage at Own Expense (SOE)	<p>The temporary or long term storage of Household Goods and Effects at the expense of the CF member outside the HGRS contract, either immediately prior to or subsequent to the movement of the Household Goods and Effects at public expense, including a move on release. <i>Entreposage à ses propres frais</i></p>

Continued on next page

Section 1.4 Definitions, continued

Storage in Transit (SIT)

The temporary storage of Household Goods and Effects either immediately prior or subsequent to movement of the Household Goods and Effects at public expense, including a move on release. *Entreposage en cours de déménagement*

Storage, Long-Term Storage (LTS)

The storage or long-term storage of Household Good and Effects, not including storage in transit (SIT). *Entreposage, entreposage à long terme*

3rd Party suppliers

A third party service provider (not considered a subcontractor) engaged by the service provider to give specialized services in accordance with the CFIRP program or the relocation of CF members as part of their entitlement under the CFIRP Policy. *Tiers fournisseurs*

Chapter 2 Administration

2.01 Introduction This chapter describes the common administrative directives that apply to this policy document. It is divided into the following sections:

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Section 2.9 Claims process	36

2.02 Glossary A glossary of terminology is contained in the guide “IT’S YOUR MOVE” available from the service provider.

Section 2.1 Authorities

2.1.01 Authorities **Treasury Board Secretariat (TBS), has authority to:**

- approve reimbursement of all or part of the expenses reasonably incurred that are directly related to the CF member’s relocation but are either an exceptional circumstance or are not clearly provided for in this policy.

Director of Compensation and Benefits Administration (DCBA), has authority to:

- approve reimbursement of all or part of the expenses reasonably incurred that are directly related to the CF member’s relocation but are not specifically provided for in this policy.

Director Relocation Business Management (DRBM) has the authority to:

- approve reimbursement or recovery of all or part of the expenses reasonably incurred that are directly related to the CF Member’s relocation that are provided for in this policy or as authorized by TBS or DCBA.
-

Continued on next page

Section 2.1 Authorities, continued

2.1.01 Authorities, continued

Base Commanders (BComd) or the Base Administration Officers (BAdmO) have the authority to:

- render decisions on entitlements specified within the CFIRP policy.
-

Section 2.2 Responsibilities

2.2.01 Responsibilities

DCBA is responsible for:

- monitoring the administration of the CFIRP; and
- proposing changes to the policy to Treasury Board Secretariat (TBS) as required.

DRBM is responsible for:

- measuring the effectiveness of the CF Integrated Relocation Program (CF IRP);
- developing and monitoring the current and future IRP contracts; and
- ensuring the necessary financial controls are established to verify all payments made under the CF IRP are compliant with Section 34 of the FAA.

BComd/BAdmOs are responsible to:

- ensure validated information and supporting documentation is provided to CF members for their transmission to the service provider to ensure proper reimbursement.

Service provider is responsible for assisting CF members by providing:

- program information in an understandable format;
- qualified assistance for each step of their move; and
- the appropriate references regarding payment of relocation expenses.

CF Relocation Coordinators are responsible for:

- providing guidance to CF members regarding any policy clarification and liaise with the service provider on relocation issues; and
 - considering requests for reimbursement that fall within the intent of the policy and when necessary forward requests to approving authority.
-

Continued on next page

Section 2.2 Responsibilities, continued

2.2.01 Responsibilities, continued

CF members are responsible for:

- contacting the service provider within 21 days after receiving their posting instruction;
 - requesting confirmation in writing of the information given by the service provider;
 - forwarding to the CF Relocation Coordinator requests for adjudication;
 - understanding their relocation benefits, conditions, and limitations as expenses, resulting from misinterpretation or mistakes will not necessarily be reimbursable;
 - considering the information provided, asking for additional clarification, and making timely decisions regarding benefits; and
 - ensuring a door-to-door move, by coordinating the:
 - disposal of accommodation,
 - acquisition of accommodation,
 - occupancy date of new accommodation,
 - report for duty date,
 - shipment of HG&E, and
 - travel to new location.
-

Section 2.3 Change of reporting date

2.3.01 Change of reporting date

When a change of reporting date would facilitate a door-to-door move, it is the CF member's responsibility to make this request in writing through the appropriate CO. If their request is denied, CF members are required to provide a copy of the denial to the service provider for their file. Failure to request a change in reporting date will result in limiting reimbursement of ILM&M expenditures to the period that would have been reimbursed if a change in reporting date had been authorized.

Section 2.4 Posting cancellation

2.4.01 Entitlements

When a posting is cancelled or postponed for service reasons, CF members are entitled to reimbursement for all actual and reasonable expenses incurred prior to posting cancellation based on the limitations of the CFIRP Policy.

Funding envelopes will be used to reimburse all actual and reasonable expenses incurred in accordance with the policy document. Upon notification of the posting cancellation, the funding envelopes shall not be available and any additional expenses will be reimbursed from Core funding.

2.4.02 Transactions

CF members are to seek advice from the Relocation Consultant prior to making any decisions or transactions.

There shall be no loss or gain from any transaction due to the cancellation of the posting.

Section 2.5 Special Commuting Assistance (SCA)

2.5.01 SCA in lieu of a cost move

CF members may be authorized to receive the SCA in lieu of a Crown-funded relocation of (D) HG&E when posted to a new place of duty to which they are authorized to relocate their (D) HG&E. DCBA may authorize SCA based on a request and the recommendation of the gaining unit Commanding Officer.

2.5.02 Considerations

CF members who:

- wish to continue to reside in their primary residence located outside the geographical boundaries of their new place of duty; or
- are posted to a new place of duty within the same geographical boundaries and are consequently able to relocate 40 kms closer to their new place of duty,

shall initially request and must receive the authority of their gaining unit CO.

Continued on next page

Section 2.5 Special Commuting Assistance (SCA), continued

2.5.02 Considerations, continued

The CO should consider the following:

- the reasonable daily distance that can be traveled to and from the CF member's primary residence to the new place of duty; and
- CF member's ability to travel within established time limitations to the new place of duty when recalled.

CF members already in receipt of SCA who continue to meet the requirements of this article and are posted locally to a new place of duty shall retain SCA benefits.

2.5.03 Administrative Support Unit (ASU) requirements

CF members who receive authority to reside outside the geographical area may then apply for SCA to their ASU through their gaining unit CO.

The ASU shall submit the CF member's request, including all supporting documents, to DCBA. The following information shall be included within the submission:

- Cost effectiveness based on a cost comparison of the anticipated tour length and reimbursement of SCA; versus
 - Entitlements provided to CF members when relocated unaccompanied; and
 - Entitlements provided to CF members had the (D) HG&E been relocated using average cost of a move as per the most recent [Cost Factors Manual](#).
-

2.5.04 Conditions and limitations

CF members who are authorized SCA shall be subject to the following:

- CF members who proceed unaccompanied and are granted an Imposed Restriction (IR) and receive Separation Expense (SE) benefits in respect of any relocation may not later elect SCA in lieu of the IR/SE benefits. SCA may be authorized on subsequent postings that give rise to new relocation entitlements.
- CF members shall waive in writing all relocation benefits and entitlements to the new place of duty as provided by CFIRP;
- SCA shall be authorized for the duration of the posting to the place of duty that gave rise to the entitlement; and
- CF members shall not be eligible for subsequent relocation benefits and entitlements until posted to a new place of duty where the conditions and limitations of CFIRP would again apply.

(CT amended, effective 1 September 2012)

**2.5.05 SCA
administration**

The CF member's ASU shall administer the reimbursement of SCA. SCA is to be charged under the applicable cost move financial code.

Section 2.6 Authority to reside outside geographical boundaries

2.6.01 Shipment of HG&E

Shipment of HG&E is normally authorized from the geographical boundaries of the former place of duty to the geographical boundaries of the new place of duty.

2.6.02 Authority

CF members who wish to reside outside the established geographical boundaries of the new place of duty require the approval of the gaining unit Commanding Officer (CO).

The CO should consider the following:

- the reasonable daily distance that can be traveled to and from the CF member's primary residence to the new place of duty; and
- CF member's ability to travel within established time limitations to the new place of duty when recalled.

Subsequent approval of DCBA is required to relocate the (D) HG&E.

2.6.03 Expenses

Expenses associated with the shipment of HG&E will be limited to costs associated with relocating within the established geographical boundaries of the place of duty.

Section 2.7 Selection of 3rd party supplier

2.7.01 Selection of 3rd party supplier

Reimbursement for services provided shall not exceed pre-negotiated rates where the 3rd party supplier has been engaged by the service provider as part of the tendering process.

CF members may choose their own 3rd party suppliers not included in the directory of 3rd party suppliers provided they are at arm's length.

Section 2.8 Taxable benefits

2.8.01 Taxable benefits

Taxes may apply to some of the benefits paid from any of the three components.

The service provider's book: "IT'S YOUR MOVE," provides a chapter called "Tax Smart," which includes a guide to the tax implications of various relocation expenses; however, Canada Revenue Agency regulations prevail.

For further information:

- Canada Revenue Agency (CRA) at: www.cra-arc.gc.ca
 - Revenu Quebec at: www.revenu.gouv.qc.ca
-

Section 2.9 Claims process

2.9.01 Time limitations for reimbursement

There is a two-year time limit from the COS date (for Regular Force)/ commencement date of the period of employment (for Reserve Force) to receive reimbursement on relocation benefits. Based on exceptional circumstances, CF members may request an extension by submitting a request to DCBA for approval.

2.9.02 Advances

CF members shall be advanced funds (via the Service Provider) to assist in meeting personal expenses incurred in the relocation such as House Hunting Trip (HHT), Destination Inspection Trip (DIT), Travel to New Location (TNL) or Interim Lodgings, Meals and Miscellaneous Expenses (ILM&M).

2.9.03 Expense claim

CF members claiming relocation expenses must submit a detailed and itemized account, in the form required to the Service Provider. The account must conform to the following requirements:

- the account must be submitted within 90 days of the CF member's arrival at the new place of duty; and
- the account shall be supported by receipts for each item expense except: kilometric allowance, expenses for taxis under \$10, expenses for meals (unless required for claims beyond 21 days and CF member requests 100% of actual expense and miscellaneous incidental expenses), and amounts paid for non-commercial accommodations.

All eligible expenses shall be reimbursed in Canadian funds.

Continued on next page

Section 2.9 Claims process, continued

2.9.04 Receipts Where reimbursement for authorized expenses is sought, CF members are expected to submit receipts for the expenses incurred. In extenuating circumstances (except where specified within the CFIRP Policy), when CF members certify that the receipt was lost, accidentally destroyed, or unobtainable, a personal declaration may replace the receipt.

Chapter 3. Relocation Entitlements

3.01 Introduction This chapter describes the common relocation entitlements that apply to this policy document.

This chapter is divided into the following sections:

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Section 3.1 Meal Entitlements

3.1.01 Meal entitlement CF members and authorized dependants will be paid a meal allowance for each full calendar day in commercial or non-commercial accommodation at the rates provided in [Treasury Board Travel Directive](#). The conditions of reimbursement are provided in the applicable Chapter.

Core benefit

- CF members and dependants are entitled to full daily meal rate.

(TB amended, effective 1 September 2012)

Section 3.2 Lodgings

3.2.01 Commercial lodgings

Commercial lodging expenses shall be reimbursed for CF members and authorized dependants.

CF members will be reimbursed for actual and reasonable commercial lodging expenses not to exceed:

- the maximum standard guest room rate for the city under the [PWGSC Accommodation Directory](#); or
 - when there are less than five hotel listings for the area, actual and reasonable commercial lodging expenses for a *standard guest room*.
-

3.2.02 Hotel/Motel occupancy principles

The number of rooms that CF members are entitled to is based on family size. The size of the family unit includes the CF member and dependants.

The following table outlines the room entitlement by family size:

Family Size	Room Entitlement
1	1 room
2	1 room, or 2 rooms (when dependant is not the spouse)
3 to 5	2 rooms
6 or 7	3 rooms
8 or more	4 rooms

In all cases, when at least one dependant child over 12 years of age is of a different gender than the other dependant child(ren), an extra room entitlement exists.

3.2.03 Non-commercial lodging allowance

CF members who elect to stay in non-commercial lodgings are entitled to an accommodation allowance of \$50 (CAD) per night (without receipts) per family.

When commercial and non-commercial lodgings are used for the same night, reimbursement will be paid for both when there is an entitlement of more than one hotel room.

CF members who stay in their principal residence are not entitled to the non-commercial lodging allowance, but are entitled to receive the meal and miscellaneous allowances as per limitations.

Continued on next page

Section 3.2 Lodgings, continued

3.2.04 In lieu of additional rooms

Core benefit

If there is an entitlement to more than one room, CF members are entitled to reimbursement of:

- the cost for a suite or suites in lieu of their entitlement to separate rooms; or
- the non-commercial allowance as a savings incentive in lieu of their entitlement to additional rooms.

In all cases, reimbursement shall not exceed the commercial rate had CF members occupied the rooms to which they were entitled.

Section 3.3 Transportation

3.3.01 Allowance and kilometric rate for travel

The kilometric allowance shall be based on the approved commercial software “Promiles” and will be calculated using the applicable km rate multiplied by the distance traveled using the travel rates as published by Treasury Board as follows:

- PMV – kilometric rate for passenger vehicles
 - Motorcycle – 60% of kilometric rate
 - Trailer – 50% of the kilometric rate
-

3.3.02 Rental vehicle

The size of the rental vehicle is based on family size.

The following table outlines the rental vehicle size entitlement by family size:

Family Size	Rental vehicle entitlement
1 to 3	Mid-size / Intermediate
4	Full size
5 or more	Mini van

Continued on next page

Section 3.3 Transportation, continued

3.3.02 Rental vehicle, continued

Drop-off fees shall be reimbursed from the same funding envelope as the rental vehicle was authorized as the most practical and economical method of travel.

Personal accident insurance and/or child safety seats are to be reimbursed from the same funding envelope as the rental vehicle.

BComd/BAdmOs may authorize upgrades due to road conditions, for safety or medical reasons from the same funding envelope as the rental vehicle was authorized.

When an upgrade is required to facilitate the transportation of pets to and from the commercial carrier the upgrade will be reimbursed from personalized funds.

(TB modified, effective 1 September 2012)

3.3.03 PMV passenger

CF members who travel as passengers in a private vehicle, where the driver is not someone who is eligible to claim the kilometric allowance, are entitled to the actual and reasonable expenses paid to the driver, not to exceed the kilometric allowance specified in the policy. The driver shall provide a detailed signed receipt.

3.3.04 Tolls, ferry and parking charges

CF members are entitled to reimbursement for actual and reasonable expenses for all tolls and ferries when incurred as a result of travel by the most direct route. Parking charges are also reimbursable.

These expenses are reimbursed from the same component as the kilometric allowance, for the first, second, or additional vehicle.

Ferry charges may include a standard berth/cabin, when overnight travel is required on board the ferry.

Personalized

When the authorized route does not include a ferry/tolls.

Section 3.4 Entitlements in alpha order

- 3.4.01 Automated Teller Machine** **Core benefit**
CF members may be reimbursed additional ATM charges above their normal monthly fee for one transaction per day when related to the relocation.
Frais de guichet automatique bancaire (voir 3.4.03)
-
- 3.4.02 Dependant care reimbursements**
CF members may be assisted with dependant care costs that are in excess of existing dependant care arrangements:
- an allowance of \$35 per day, regardless of the number of dependants, (receipts not required) if care is provided by a third party; or
 - actual expenses of up to \$75 per day (with receipts), if care is provided by individuals who provide dependant care as a regular source of income and do not reside with the family or a bonded sitter provided by a company in the business of providing dependant care services.
- Remboursement des frais de garde des personnes à charge (voir 3.4.06)*
-
- 3.4.03 Posting allowance**
Regular Force members who have attained career status are entitled to a posting allowance when:
- posted from one place of duty to another;
 - the provisions of [art 1.1.03](#) apply; and
 - the limitations outlined in this article do not apply.
- Career status is attained for CF members:
- of the Regular Force, on the earliest occurring date of:
 - completion of Military Occupation Code (MOC) qualification for Officers or Qualification Level (QL) 3 for Non Commissioned Members (NCMs), or
 - three years of completed service from the date of enrolment.
 - re-enrolling in or transferring from the Reserve to the Regular Force:
 - on re-enrollment or transfer if joining in an MOC for which the applicant is already qualified,
 - on completion of Regular Force MOC qualification, or
 - once they have completed three years of service including previous full time service.

Continued on next page

Section 3.4 Entitlements in alpha order, continued

3.4.03 Posting allowance, continued

The posting allowance consists of two elements as follows at the COS date:

- Basic Allowance Element (BAE) - is equal to one half of the monthly rate of pay of CF members, and
- Dependant Allowance Element (DAE) - is equal to one half of the monthly rate of pay of CF members whose dependants are relocated at public expense and is added to the BAE.

Limitations. Posting allowance is not payable:

- for local moves;
- in cases of posting cancellation;
- on release, on posting as a result of release, or posting to a location for release, or for moving to an intended place of residence (IPR) on or after release unless returning from outside Canada [as per art 12.9.01](#) or an isolated post [as per art 11.4.03](#);
- in instances where CF members do not move but receive SCA and commute to their residence on a regular basis;
- to CF members who are posted and continue to reside within the geographic boundaries of the former place of duty or at the authorized location for the former place of duty;
- in all other cases where a posting occurs and the posting does not result in CF members actually moving;
- when the posting is to the first place of duty where CF members will be employed after re-enrolment or transfer to the Regular Force;
- on attached posting;
- for any Reserve Force members; and
- to foreign exchange personnel who are posted while serving with the CF.

Service Couple (SC) Each member of the service couple is entitled to the BAE at their applicable rate of pay. The DAE portion shall be paid at the higher rate of pay. Prior to the first co-location, each CF member with dependant(s) is entitled to BAE and DAE.

Certification. Eligibility to posting allowance shall be certified by the Orderly Room on the pay statement which reflects the rate of pay on the COS date.
Indemnité d'affectation (voir 3.4.04)

Continued on next page

Section 3.4 Entitlements in alpha order, continued

3.4.04 Professional cleaning

CF members may be reimbursed for cleaning expenses related to the primary and/or replacement residences.

Core benefit

Actual and reasonable expenses up to a maximum of \$100 (including taxes) each for the old and new residences.

Custom benefit

Expenses in excess of core funds.

Personalized benefit

Additional expenses.

Nettoyage professionnel(voir 3.4.05)

3.4.05 Stop over or delay in travel

Core benefit

When illness and/or road closure causes CF members to incur justifiable additional travel time or delays in travel, they may be reimbursed for actual and reasonable related expenses. *Arrêt en cours de route ou retard(voir 3.4.01)*

3.4.06 Unaccompanied baggage (UAB)

CF members who proceed unaccompanied to the new place of duty are entitled to the shipment of UAB.

Core benefit

Maximum shipment of UAB is 500 lbs/227 kgs exclusive of packing and crating as follows:

- shipment of personal effects by commercial carrier;

OR

- preparation of UAB by CF members, including boxes/packing material; and
- transportation expenses to and from CMTT or commercial carrier to ship UAB (one day rental, and/or taxi and/or KM allowance when using someone else's private motor vehicle (PMV));

OR

- rent a vehicle (maximum size – mini van) to transport their personal effects to new place of duty and return when they are within 250 km of their new place of duty. No overnight stay is authorized. CF members must have insurance on the rental vehicle.
-

Continued on next page

Section 3.4 Entitlements in alpha order, continued

3.4.06

**Unaccompanied
baggage (UAB),
continued**

Custom benefit

- additional weight; and
 - storage of their UAB at the new place of duty, during the period of time they return to assist with the relocation of their (D) HG&E to the new place of duty. *Bagages non accompagnés (BNA) (voir 3.4.02)*
-

Chapter 4. House Hunting Trip (HHT) and Destination Inspection Trip (DIT)

4.01 In this chapter

This chapter describes the benefits related to:

- House Hunting Trip; and
- Destination Inspection Trip.

It is divided into the following sections:

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Continued on next page

Chapter 4. House Hunting Trip (HHT) and Destination Inspection Trip (DIT), continued

4.02 Purpose

The purpose of...	is to...
an HHT	secure accommodation at the new place of duty with the intent of ensuring a door-to-door move, thereby: <ul style="list-style-type: none"> • reducing the interim lodgings, meals, and miscellaneous expenses, and • eliminating unnecessary storage in transit costs.
a DIT	visit the new place of duty and provide the opportunity to: <ul style="list-style-type: none"> • inspect the replacement residence; • inspect purchased property; • finalize school arrangements; • arrange specific medical requirements/specialized care; or • make administrative arrangements related to the pending relocation.

4.03 Eligibility

CF members are entitled to either an HHT or DIT.

CF members who have ...	are entitled to ...
not secured accommodation at the new place of duty	an HHT.
already secured accommodation, purchased property, or officially contracted for the construction of a replacement residence	a DIT.

4.04 Additional entitlements

In addition to the benefits outlined in this chapter, CF members may be entitled to reimbursement of:

- Tolls and parking charges as per art 3.3.04
 - ATM charges as per art 3.4.01
 - Stop over or delay in travel as per art 3.4.05
-

Section 4.1 Duration

4.1.01 Standard HHT **Core benefit**
A standard HHT includes up to five days and five nights at the new location, for the CF member and/or spouse.

The total duration, including travel time, should not normally exceed seven days and six nights.

4.1.02 Dependants **Custom benefit**
Dependants accompanying CF member and/or spouse

(TB amended, effective 1 September 2012)

4.1.03 Extended HHT **Personalized benefit**
When the CO authorizes annual leave, CF members may extend the duration of a standard HHT by up to an additional four days/four nights, for the following purposes:

- Finding accommodation; and
- CF member/dependant issues.

CF members must make the necessary travel amendments.

(TB modified, effective 1 September 2012)

4.1.04 Standard DIT **Core benefit**
A standard DIT includes up to three days and three nights at the new location, for the CF member or spouse.

The total duration, including travel time, should not normally exceed five days and four nights.

Section 4.2 Planning

4.2.01 Timing The HHT is to be taken after official notification of posting (for Regular Force)/employment message (for Reserve Force) and normally before COS date (for Regular Force)/commencement date of the period of employment (for Reserve Force). If accommodation has been secured prior to posting notification (for Regular Force)/employment message (for Reserve Force), entitlement is only for a DIT.

4.2.02 Absence from work CF members require authority from the losing unit Commanding Officer for their absence from work in order to conduct their HHT or DIT.

4.2.03 Travel by commercial carrier Travel by commercial carrier shall be arranged by the service provider except when it was impossible to do so and was supported by the BComd/BAdmO (i.e. Operational reasons).

Continued on next page

Section 4.2 Planning, continued

4.2.03 Travel by commercial carrier, continued Commercial bookings may be made from locations other than the geographical boundaries of the HG&E for service or compassionate reasons only.
The only authorized changes to the travel itinerary are for service or compassionate reasons and must be made through the service provider. Changes to travel itineraries or stopovers to accommodate pets are not authorized.
(TB amended, effective 1 September 2012)

4.2.04 HHT savings incentive - shortened HHT An incentive of up to \$250 will be added to the personalized funds when CF members plan a shortened HHT or return to their place of duty prior to using the full benefits of a standard HHT. The savings calculation shall include 100% of all lodgings, meals and incidentals for unused days based on a standard HHT minus any cancellation, transfer or change fees charged by the carrier.

4.2.05 Short distance HHT/DIT Where the old and new places of duty are in close proximity, CF members may travel back and forth each day, while on HHT or DIT. They are on duty status during this time, therefore CO's approval, even for weekend travel, is required.
Reimbursement shall not exceed the cost and time provided for one standard HHT or DIT. Extra transportation costs are offset by the elimination of any accommodation costs at the new location.
HHT savings incentive does not apply to short distance moves when commuting daily to and from new/old place of duty.

4.2.06 Multiple HHTs **Personalized benefit**
When the first HHT is unsuccessful, CF members may take additional HHTs.

4.2.07
Recovery of
HHT expenses

CF members who exercise the HHT benefit and subsequently re-occupy their former residence will be subject to recovery action. Recovery action shall be for the difference between the additional expenses received from the HHT and the entitlements authorized on a DIT. This shall include savings incentives that have been paid to personalized funds.

Section 4.3 Meals and incidentals

4.3.01

Entitlements

Reimbursement of:

- meal entitlements are [as per art 3.1.01](#); and
- incidentals are as per [Treasury Board Incidental Travel Rate](#), and

are based on the table below.

Topic	Core Funds	Custom Funds	Personalized Funds
HHT	7 days including travel time for CF member and/or spouse.	7 days including travel time for other dependants	<ul style="list-style-type: none"> • Up to 4 additional days for CF member, spouse, and other dependants. • Expenses in excess of Core/Custom funds
DIT	5 days including travel time.	If single parent, dependants accompanying the CF member.	Dependants, if accompanying the CF member.

(TB amended, effective 1 September 2012)

Section 4.4 Lodgings

4.4.01

Entitlements

Entitlements are to be reimbursed [as per section 3.2](#) based on the table below:

Topic	Core	Custom	Personalized
HHT	Up to 6 nights for CF member and/or spouse.	Up to 6 nights for other dependants	<ul style="list-style-type: none"> • Up to 4 additional nights for CF member, spouse and other dependants. • Upgrade.
DIT	Up to 4 nights.	If single parent, dependants accompanying the CF member.	Upgrade. Dependants, if accompanying the CF member (4 nights maximum).

(TB amended, effective 1 September 2012)

Section 4.5 Travel and transportation

4.5.01 Travel time

Total travel time shall be no more than two days, except:

when...	then...
the return air travel journey cannot be accomplished in that period, because of distances and/or connections,	the Relocation Counselor shall authorize expenses related to additional travel time to be paid as a core benefit.
a CF member selects and is authorized a slower mode of transportation that causes additional travel time and traveling expenses,	additional expenses shall be a personalized benefit; annual leave must be taken for the additional days.

4.5.02 Transportation to and from destination

Entitlements are to be reimbursed as per section 3.3 based on the following:

Core benefit

- transportation to and from the commercial carrier;
- rental vehicle;
- Private motor vehicle (PMV) – kilometric allowance not to exceed the total cost of commercial transportation;
- motorcycle – 60% of the kilometric rate not to exceed the total cost of commercial transportation; and
- parking and toll charges.

Custom benefit

- Transportation to HHT for dependants, other than spouse.
- Transportation to DIT for dependants, if single parent.

Personalized benefit

- Transportation to DIT for spouse and dependants if accompanying CF member; and
 - Rental vehicle upgrade.
-

Continued on next page

Section 4.5 Travel and Transportation, continued

4.5.03 Local transportation

Entitlements are to be reimbursed [as per section 3.3](#).

Core benefit

Local transportation is based on a maximum vehicle rental of:

- seven days on a standard HHT; or
- five days on a standard DIT.

If you are...	you will be reimbursed...
using PMV	the kilometric allowance (not to exceed rental vehicle costs including the Collision Damage Waiver/Loss Damage Waiver, if required).
using commercial transportation	actual and reasonable transportation expenses.

Custom benefit

Nil.

Personalized benefit

Actual transportation expenses (supported by gas receipts) if using a PMV or commercial transportation as described in Core above for the period on extended HHT.

Rental vehicle upgrade.

(TB amended, effective 1 September 2012)

4.5.04 Rental vehicle

Entitlements are to be reimbursed [as per art 3.3.02](#) based on the table below:

HHT or DIT	Core funds up to...	Custom funds up to...	Personalized funds
HHT	7 days	Nil	Up to 11 days (rental vehicle) Vehicle upgrade
DIT	5 days	-	Vehicle upgrade

There is no entitlement to local rental vehicle when PMV is the primary mode of transportation and additional expenses are claimed.

(TB amended, effective 1 September 2012)

Section 4.6 Expenses during HHT or DIT

4.6.01

Dependant care assistance

As per art 3.4.02, CF members may be assisted with dependant care costs that are in excess of existing dependant care arrangements for:

- dependants under 18 years of age; and/or
- dependants 18 years of age and over who are incapable of caring for themselves due to a physical or mental disability.

Core benefit

Daily allowance or actual expenses when on:

- HHT; or
- DIT if single parent or CF member is away on official military assignment (Temporary Duty, Attached Posted, Ops, etc.).

Custom benefit

- Dependant care expenses in excess of daily maximum rate.
- Return transportation for a third party to origin to provide dependant care, cost not to exceed the cost of transportation for one dependant from origin to destination return.

Personalized benefit

- Daily allowance or actual expenses when on extended HHT
- Daily allowance or actual expenses when both CF member and spouse travel on the DIT; and
- when all custom funds have been expended.

Note: Dependant care assistance may be reimbursed at both origin and destination depending on the requirement.

(TB amended, effective 1 September 2012)

4.6.02 Business telephone calls, facsimile and Internet

Core benefit:

Actual expenses for phone/fax/internet to facilitate acquisition or inspection of residence:

- HHT - Max of \$50 (including taxes); and
 - DIT - Max of \$30 (including taxes).
-

Continued on next page

Section 4.6 Expenses during HHT or DIT, continued

4.6.03 Pet care Reimbursement for boarding pets is limited to actual and reasonable basic commercial care.

Custom benefit

Nil

Personalized benefit

- On HHT; and
- On DIT for:
 - CF members without dependants,
 - Single parents, and
 - Spouse when CF members away on official duty.
 - CF members and spouse together on DIT

(TB amended, effective 1 September 2012)

Chapter 5. Interim Lodgings, Meals and Miscellaneous Expenses (ILM&M)

- 5.01 Purpose** The purpose of Interim Lodgings, Meals and Miscellaneous (ILM&M) expenses is to provide reimbursement within prescribed limits during the time when:
- HG&E are being packed and loaded;
 - HG&E are being unpacked and unloaded; and
 - HG&E are necessarily separated from CF members for reasons beyond their control.

CF members are responsible to coordinate a door-to-door move [as per art 2.2.01](#). When ILM&M can be reduced to facilitate a door-to-door move, [art 2.3.01](#) applies.

Once HG&E is available for delivery at the new place of duty, ILM&M is no longer reimbursable unless circumstances beyond the CF members control extend the entitlement. CF members whose closing date is after the date the HG&E is available for delivery have made a personal choice to await a specific house and are therefore responsible for additional costs associated with the later closing.

CF members who are moving from furnished accommodations at origin to furnished accommodations at destination are precluded from this benefit, unless the furnished accommodations are not available on arrival at destination.

This chapter is divided into the following blocks:

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Chapter 5. Interim Lodgings, Meals and Miscellaneous Expenses, continued

- 5.02 Additional entitlements** In addition to the benefits outlined in this chapter, CF members may be entitled to reimbursement for:
- Professional cleaning [as per art 3.4.04](#)
 - ATM charges [as per art 3.4.01](#)
 - Parking charges [as per art 3.3.04](#)

5.03 Non-consecutive days Non-consecutive days of ILM&M are authorized.

5.04 Entitlements for pack, load, clean, unload, and unpack This table describes the lodgings, meals and miscellaneous expenses entitlement during events below. Entitlements to ILM&M during pack, load, clean, unload, and unpack, outlined below are in addition to those described for ILM&M while awaiting availability of HG&E for delivery. However, unused benefits for pack, load, clean, unload, and unpack cannot be exchanged for additional ILM&M from Core.

When pack & load occur earlier than normal due to short supply of movers in peak periods, as identified by HGRS, additional days of ILM&M will be added to the pack, load and clean entitlements.

Event	Lodgings	Meals and miscellaneous expenses
Pack, load and clean (Must be at origin.)	up to 3 nights	up to 3 days
Unload and unpack (Must be at destination.)	up to 2 nights	up to 2 days

5.05 Extra pack, load and clean day **Custom benefit**
 Under exceptional circumstances, CF members may be granted one additional day of ILM&M required for additional professional cleaning and/or house inspection of the accommodation being vacated, when approved by the BComd/BAdmO.

5.06 Early pack, load and clean

CF members may be authorized early pack, load and clean; however, reimbursement of ILM&M from Core funds will be limited to the number of days that would have been paid if CF members had not been authorized an early pack, load and clean. Additional expenses incurred as the result of early pack, load and clean may be reimbursed from Personalized funds.

Continued on next page

Chapter 5. Interim Lodgings, Meals and Miscellaneous Expenses, continued

5.07 Meal entitlements

Meal entitlements are to be reimbursed [as per section 3.1](#) based on the following:

Core benefit

Up to 15 days at the full daily meal rate;

From day 16 to 35 at 65% of the daily meal rate without receipts or 100% for actual and reasonable meal expenses with receipts (exclusive of tips and alcohol)(no personal declaration will be accepted for meals) cost not to exceed the daily meal rate. Reimbursement will only be authorized when the following three conditions listed are met:

Conditions:

1. HG&E delivery delays caused by the Department or its contracted agents outside the CF members' control; and
2. CF members must demonstrate that there were no accommodations with adequate cooking facilities available within the geographical boundaries of the new place of duty for the period of ILM&M specified; and
3. The BComd/BAdmO approves the request based on the information provided and certified above.

Personalized benefit

Expenses incurred for extra days beyond core entitlements for CF members and dependants.

If HG&E delivery delays caused by the Department or its contracted agents outside the CF members' control extend beyond the start of school and there are no commercial accommodations with cooking facilities within proximity to the school, the CF member may move to a hotel closer to the school/replacement residence and request reimbursement of meals for the period in commercial accommodations without cooking facilities.

Continued on next page

Chapter 5. Interim Lodgings, Meals and Miscellaneous Expenses, continued

5.08 Commercial lodgings

Entitlements are to be reimbursed [as per art 3.2.01](#) and in conjunction with [art 5.04](#), based on the following:

Core benefit

- up to 15 nights; and
- from the 16th night until the HG&E is reunited with CF members when the Department or its contracted agent caused HG&E delivery delay and BComd/BAdmO approves.

Custom benefit

Nil.

Personalized benefit

- Upgrades to the standard room rate/entitlement;
- Accompanying pets as long as ILM&M is authorized from core funds; and
- Expenses incurred for extra nights beyond core and/or custom funds entitlement for CF members, dependants and pets.

Note: When non-consecutive ILM&M is claimed, commercial lodging will be capped [as per art 3.2.01](#) for the destination location.

(TB amended, effective 1 September 2012)

5.09 Non- Commercial lodgings

Entitlements are to be reimbursed [as per art 3.2.03](#) based on the following:

Core benefit

- up to 15 nights; and
- from the 16th night until the HG&E is reunited with CF members when the Department or its contracted agent caused HG&E delivery delay and BComd/BAdmO approves.

Personalized benefit

In excess of core entitlement.

5.10 Miscellaneous allowance

Core benefit

For each day of meals or lodging expenses, CF members are entitled to receive a miscellaneous allowance, except as indicated in [art 3.2.03](#) where a CF member who has an entitlement to lodgings but who opts to stay in their principal residence may receive meals and miscellaneous allowance.

Continued on next page

Chapter 5. Interim Lodgings, Meals and Miscellaneous Expenses, continued

5.11 Dependant care [As per art 3.4.02](#), CF members may be assisted with dependant care costs that are in excess of existing dependant care arrangements for:

- Dependants under 12 years of age; and
- Dependants 12 years of age or over who are incapable of caring for themselves due to a physical or mental disability.

Core benefit

- An allowance if care is provided by a third party; or
- Actual expenses if care is provided by individuals who provide dependant care as a regular source of income and do not reside with the family, or a bonded sitter provided by a company in the business of providing dependant care services.

Custom benefit

Specialized dependant care costs in excess of daily maximum rate.

Personalized benefit

When all custom funds have been expended.

NOTE: Dependant care expenses may only be reimbursed for those days authorized for Pack, Load, Clean, Unload and Unpack.

5.12 Pet care CF members may be reimbursed actual and reasonable basic commercial pet care as follows:

Custom benefit

Nil

Personalized benefit

When on ILM&M.

Note: Basic pet care consists of boarding fees only. Any additional charges are the CF member's responsibility and will not be reimbursed.

(TB amended, effective 1 September 2012)

Chapter 6. Travel to New Location (TNL)

6.01 Purpose The purpose of Travel to New Location (TNL) is to provide reimbursement for meals, miscellaneous expenses, lodging, and transportation while traveling to the new place of duty.

This chapter is divided into the following blocks:

6.01	Purpose.....	61
6.02	Additional entitlements	61
6.03	First day of TNL	61
6.04	Meal entitlements.....	61
6.05	Lodgings	62
6.06	Multiple modes of transportation.....	62
6.07	Transportation to the commercial carrier.....	62
6.08	Travel by commercial carrier.....	63
6.09	Travel by PMV	63

6.02 Additional entitlements In addition to the benefits outlined in this chapter, CF members may be entitled to reimbursement for:

- PMV passenger charges [as per art 3.3.03](#)
 - Toll and parking charges [as per art 3.3.04](#)
 - ATM charges [as per art 3.4.01](#)
 - Stop over or delay in travel [as per art 3.4.05](#)
 - TNL to Goose Bay [as per art 11.4.07](#)
-

6.03 First day of TNL The first day of TNL is normally the Change of Strength (COS) date unless there is a change of Report For Duty (RFD) date approved by the losing and gaining COs. If a change of RFD has been authorized, TNL and ILM&M are to be coordinated to ensure CF members are reporting on the RFD date.

6.04 Meal entitlements CF members shall be paid a meal allowance, [as per section 3.1](#), for each authorized day en-route.

Continued on next page

Chapter 6. Travel to New Location (TNL), continued

6.05 Lodgings Entitlements are to be reimbursed [as per section 3.2](#) based on the following:

Core benefit

CF member and dependants

Custom benefit

Nil

Personalized benefit

Accompanying pet(s)

Upgrade

(TB amended, effective 1 September 2012)

6.06 Multiple modes of transportation

CF members and their dependants may utilize multiple modes of transportation, however all dependants must have arrived at destination within 120 calendar days of the COS date (for Regular Force)/commencement date of the period of employment (for Reserve Force) to qualify for reimbursement under this policy. Entitlement to reimbursement of lodgings, meals and miscellaneous expenses for dependants utilizing alternate transportation are for the actual travel dates. Benefits for ILM&M as per Chapter 5 will be dependent on participation in the event being reimbursed.

Multiple modes of transport are reimbursed as a Core benefit except when the provisions for multiple vehicles under [art 6.09](#) and [9.3.02](#) apply. When multiple modes of transportation are used additional benefits are not created.

6.07 Transportation to the commercial carrier

Core benefit

Actual and reasonable cost to the commercial carrier.

When there is a choice of airports/stations at a driving distance from old and new place of duty and it is more practical and/or economical to choose one over the other, transportation to CF member's chosen airport will be reimbursed.

Continued on next page

Chapter 6. Travel to New Location (TNL), continued

6.08 Travel by commercial carrier

Travel to the commercial carrier shall be arranged by the service provider at least 14 days prior to departure except when it was impossible to do so and was supported by the BComd/BAdmO (i.e. Operational reasons).

Commercial bookings may be made from locations other than the geographical boundaries of the HG&E for service or compassionate reasons only.

The only authorized changes to the travel itinerary are for service or compassionate reasons and must be made through the service provider. Changes to travel itineraries or stopovers to accommodate pets are not authorized.

(TB amended, effective 1 September 2012)

6.09 Travel by PMV

CF members authorized to use PMV or motorcycle and to tow a trailer shall be paid a kilometric allowance [as per section 3.3](#) as follows:

Core benefit

- 1st PMV or motorcycle; and
- One trailer.

Custom benefit

- 2nd PMV or motorcycle; and
- One trailer.

Personalized benefit

Any additional PMVs, motorcycles or trailers.

Travel days

CF members are authorized one calendar day:

- for trips of 500 km or less;
- for each 500 km traveled; and
- when travel on the last day is in excess of 500 km but less than 600 km.

Note: When CF members arrive at destination in advance of the authorized travel days, TNL ceases on the date of arrival at destination.

Chapter 7. Rental Accommodation

7.01 Purpose The purpose of rental accommodation benefits is to assist CF members in the disposal and acquisition of a rented principal residence.

This chapter is divided into the following blocks.

7.02	Additional entitlements.....	64
7.03	Rent or lease liability	64
7.04	Rent in advance of move.....	64
7.05	Rental agency finding fees.....	65
7.06	Credit verification	65

7.02 Additional entitlements In addition to the benefits outlined in this chapter, CF members may be entitled to reimbursement for Professional Cleaning [as per art 3.4.04](#)

7.03 Rent or lease liability **Core benefit**
 When CF members incur rent or lease liability in order to dispose of rented accommodation, they are entitled to reimbursement for an amount up to the maximum amount the landlord may charge under the applicable Tenants Act.

Rent/lease charges for a rental property are calculated from the load or clean day (whichever is later) for the remaining period of paid vacancy.

7.04 Rent in advance of move When CF members must pay two sets of accommodation charges because of the requirement to pay rent to hold a new residence before vacating the old residence, they are entitled to these reimbursements:

- Core benefit**
- up to one month’s rent, beginning the first day of the lease at the new place of duty and ending on the day the CF member vacates the residence at the former place of duty (the load or clean day, whichever is later);
 - additional charges related to rent when not included as part of monthly rental fee; and
 - monthly parking charges when not included as part of monthly rental fee.

Custom benefit
 Expenses beyond one month.

Personalized benefit
 When all customs funds have been expended.

Continued on next page

Chapter 7. Rental Accommodation, continued

7.04 Rent in advance of move, continued

Reimbursement of rent paid in advance

When CF members rent at new place of duty, and then purchase, they are entitled to reimbursement of the costs associated with the purchase if they reimburse any rent in advance of move previously claimed.

7.05 Rental agency finding fees

Core benefit

CF members are entitled to reimbursement of actual and reasonable expenses for engaging rental finding services that are provided by professional firms for up to two days at the pre-negotiated corporate rates or where established rates have not been negotiated an amount up to the pre-negotiated corporate rates of similar locations.

Custom benefit

CF members are entitled to reimbursement for additional days as required.

Personalized benefit

When all custom funds have been expended.

Reimbursement of rental agency finding fees

When CF members rent at new place of duty, and then purchase, they are entitled to reimbursement of the costs associated with the purchase if they reimburse Rental Agency Finding Fees previously claimed.

Purchase while on HHT

When CF members engage the services of a rental agency and during the HHT they decide to purchase, the rental agency fees will not be recovered and the entitlement to legal fees and associated costs are authorized.

Cancellation Fees

CF members who engage the services of a rental agency and subsequently cancel without giving the rental agency the required notice (seven days or more prior to arrival) will be personally responsible for any cancellation fees.

7.06 Credit verification

Core benefit

CF members are entitled to reimbursement of credit verification fees incurred by CF members who rent accommodation at the new place of duty.

Chapter 8. Sale and Purchase of Principal Residence

8.01 In this chapter The purpose of the “Sale and Purchase of Principal Residence” is to assist CF members in the sale and the purchase of a principal residence when transferred from one place of duty to another and the residence is within the geographical boundaries of the unit unless otherwise authorized under the [section 2.6](#).

This chapter is divided into the following sections.

Section 8.1 Administrative commonalities	66
Section 8.2 Sale of principal residence	69
Section 8.3 Purchase of replacement residence	78

Section 8.1 Administrative commonalities

8.1.01 Introduction This section contains all the administrative commonalities and is divided into the following blocks.

8.1.02 Additional entitlements	66
8.1.03 Time limitations	67
8.1.04 Mortgage portability	67
8.1.05 Lots and lot size	67
8.1.06 Income property	67
8.1.07 Co-ownership	68
8.1.08 Attending Fees and Power of Attorney	68

8.1.02 Additional entitlements In addition to the benefits outlined in this chapter, CF members may be entitled to professional cleaning [as per art 3.4.04](#)

Continued on next page

Section 8.1 Administrative commonalities, continued

8.1.03 Time limitations

CF members may claim benefits in this chapter provided that the closing date of residence sold or purchased is no more than one year before or two years after the:

- change of strength (COS) date; or
- the date of the shipment of HG&E to the new place of duty

whichever is later.

Note: If the CF member is tasked (attach posting, TD) outside the geographical area of the new place of duty and the time limitation has not expired, the time limitation may be extended by the corresponding number of days tasked away from the new place of duty. A written statement that there is no intent to post for 12 months from the time of the request is required from the CM.

8.1.04 Mortgage portability

Most financial institutions currently offer portable mortgages where the members can avoid or reduce any charges or penalty by arranging to transfer all or part of the mortgage to the replacement residence. When securing a mortgage, CF members must make every effort to obtain a portable mortgage. When selling a residence, CF members must make every effort to port their mortgage when it is practical and reasonable to do so.

(TB amended, effective 1 September 2012)

8.1.05 Lots and lot size

Core benefit

The reimbursement of expenses is limited to a lot size of:

- 1.25 acres (½ hectare); or
- up to four acres (2.47 hectares) where required by zoning laws and city bylaws.

If additional land is sold or purchased, CF members are entitled to reimbursement only for that portion of costs which would have been reimbursed within the above limitations.

8.1.06 Income property

CF members who sell or purchase an income-producing property which is also CF members' residence, shall only be reimbursed expenses for that part of the building used as their principal residence except for fees outlined in [art 8.2.05](#).

Continued on next page

Section 8.1 Administrative commonalities, continued

8.1.07 Co-ownership

Where the principal residence is co-owned by a person or persons who are not the spouse, common-law partner or dependant of the CF member, reimbursement shall be for expenses proportional to the CF members' legal share based on the percentage of ownership as stipulated in the deed except as outlined in [art 8.2.05](#). CF members will be required to provide legal documents that show legal share of the property.

Where the principal residence is or was co-owned by CF member's spouse, common-law partner or dependant, reimbursement shall be at 100%.

8.1.08 Attending Fees and Power of Attorney

Core benefit

CF members are expected to be present at the closing of the purchase or sale transaction. As such, fees for the preparation of a Power of Attorney are not normally reimbursable. However, when there is a requirement for CF members to be present and they are prevented from being in attendance the following costs may be reimbursed:

- Cost to courier documents between legal firms;
- Power of Attorney; and
- Mandatory attending fees as per provincial requirements.

The BComd/BAAdmO must certify that CF members could not attend the closing of the purchase or sale transaction.

Section 8.2 Sale of principal residence

8.2.01 Purpose The purpose of “Sale of Principal Residence” benefits are to assist in the disposal of a principal residence.

This section is divided into the following blocks.

8.2.02	Occupancy requirements.....	69
8.2.03	Real estate commission.....	69
8.2.04	Legal fees and disbursements	69
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8.2.06	Mortgage early repayment penalties	72
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8.2.08	Return trip to finalize sale.....	73
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8.2.12	Marketing incentives.....	74
8.2.13	Home Equity Assistance (HEA)	75
8.2.14	Real Estate Incentive.....	77
8.2.15	Private sales	77

8.2.02 Occupancy requirements CF members or their dependants must occupy the principal residence immediately prior to the sale, in order to be entitled to reimbursement of expenses related to the sale.

8.2.03 Real estate commission **Core benefit**
Reimbursement of real estate commission is not to exceed the pre-negotiated corporate rates.

8.2.04 Legal fees and disbursements Expenses associated with obtaining clear title to the property are reimbursed as:

Core benefit

- Land survey costs, if CF member’s lawyer or notary certifies that:
 - the last survey is more than five years old,
 - there have been observable changes to the lot since the last survey, or
 - the seller is required by law to provide a survey.

Continued on next page

Section 8.2 Sale of principal residence, continued

8.2.04 Legal fees and disbursements, continued

- Charges levied by a lender for the disposal of a first or second mortgage on the property, but not both, such as administrative fees and/or mortgage disbursement fees as per applicable provincial laws, excluding mortgage breaking penalties (article 8.2.06) (custom benefit for a move to an Intended Place of Residence (IPR)).
- Legal fees necessarily incurred as the result of deed transfer to Land Titles System.
- Municipal fees associated with municipal name change for tax rolls.

Custom benefit

- Charges levied by a lender for the disposal of a first or second mortgage on the property, but not both, such as administrative fees and/or mortgage disbursement fees as per applicable provincial laws, excluding mortgage breaking penalties (article 8.2.06); or
- Charges levied by a lender for the disposal of a second mortgage when:
 - The first mortgage has been reimbursed from core funds;
 - 100% of the equity on the first mortgage had originally been transferred; and
 - CF members are posted to a location where prohibited from purchasing.

Personalized benefit

Additional expenses excluding those related to reimbursements at pre-negotiated corporate rates.

(TB amended, effective 1 September 2012)

8.2.05
Appraisal fees

Appraisal fees are paid in order to:

- help establish market value;
- facilitate disposal;
- establish a home value for funding purposes; and
- develop the financial worksheet.

Core benefit

One professional appraisal not exceeding the pre-negotiated rates including 100% of fees for a co-owned or an income-producing property.

Custom benefit

Nil

Personalized benefit

Any additional appraisals requested by CF members.

Higher appraisal value

When more than one appraisal is obtained, the funding shall be calculated using an average of the appraised values.

(TB amended , effective 1 September 2012)

Continued on next page

Section 8.2 Sale of principal residence, continued

8.2.06 Mortgage early repayment penalties Mortgage early repayment penalties and mortgage breaking penalties are not reimbursable.

(TB amended, effective 1 September 2012)

8.2.07 Temporary Dual Residence Assistance (TDRA) Actual and reasonable expenses associated with maintaining two residences are reimbursed provided that the former residence remains unsold, vacant and actively marketed. The sale of a residence is not considered final until the transfer of ownership occurs.

Core benefit

TDRA offsets expenses associated with dual residency for a period up to six months, such as:

- Interest charges on a first mortgage (or on a second mortgage if there are no charges on a first mortgage);
- Taxes (i.e., property, school);
- Utilities (i.e., electricity, heating, alarm monitoring);
- Property maintenance (such as lawn cutting, snow removal, and minor maintenance);
- Insurance (house insurance including additional insurance costs for empty residence); and/or
- Rental of a mobile home pad.

Custom benefit

Expense beyond six months.

Personalized benefit

When all custom funds have been expended.

Real estate incentive CF members may receive either TDRA or the Real Estate Incentive, but not both.

Continued on next page

Section 8.2 Sale of principal residence, continued

8.2.08 Return trip to finalize sale

Core benefit

CF members and/or their spouse, as required, are authorized to return to their previous place of duty to finalize the sale. CF members must take annual leave for the period of this benefit. The following conditions apply:

- qualified for TDRA;
- subsequently sold the former residence;
- could not arrange to courier documents/materials between legal firms;
- could not complete the sale by a power of attorney; and
- clearly demonstrated that all other avenues were exhausted.

Maximum reimbursement is as follows:

- up to two days travel, meals and incidentals;
- one night lodging; and
- return transportation by the most economical means.

8.2.09 Building/structural inspection

Core benefit

Reimbursement, not exceeding the applicable pre-negotiated corporate rates, exists for a:

- building/structural inspection if it is a condition necessary for the sale of the property as recommended by CF members’ realtor and supported by the relocation consultant; and
- a pyrite inspection.

8.2.10 Capital improvements

Custom benefit

Limited capital improvements may be reimbursed in accordance with the table below:

Capital Improvement Benefit Formula	
	Original purchase price
Plus	Eligible capital expenses
Minus	Sale price
Equals	Reimbursable loss (if result is negative)

Continued on next page

Section 8.2 Sale of principal residence, continued

8.2.10 Capital improvements, continued

The following is an all-inclusive list of eligible capital improvements:

- Additions - bedroom, bathroom, deck/patio, porch, walkway, storage shed, garage.
- Installations - new windows, driveway (including paving), central air conditioning.
- Complete modernization – kitchen (new cupboards, countertops, sink, taps, etc) or bathroom (new cupboard/vanity, countertop, sink, shower/tub, etc).
- Heating System – change from hot water radiator to forced gas or upgrade to high efficiency furnace and required ductwork.

Basic Landscaping – other than decorative including the installation of a perimeter fence. (On new home construction excludes initial landscaping which occurs within one year of occupancy when not identified by Building Agreement.)

Personalized funds

When all custom funds have been expended.

Eligible period

Capital improvements must have been carried out after CF members have taken possession and before the sale of the residence.

Receipts

Original receipts are required for all capital improvements.

8.2.11 Home staging

Personalized benefit

Professional home staging consultation fee.

8.2.12 Marketing incentives

When no reasonable offer has been received within two months, it is recommended that CF members use the marketing incentive benefit to meet the criteria of actively marketed.

Custom benefit

When the real estate agent recommends and the service provider supports using marketing incentives to sell the property, reasonable expenses are reimbursed.

All marketing incentives must be clearly identified on the original or amended Property Listing Agreement and the Offer to Purchase documents.

Personalized benefit

When all custom funds have been expended.

Continued on next page

Section 8.2 Sale of principal residence, continued

8.2.13 Home Equity Assistance (HEA)

As per the HEA calculation criteria listed below, CF members who sell their home at a loss are entitled to reimbursement for up to 100% of the difference between the original purchase price and the sale price from specific funding envelopes as follows:

Core benefit

- 80% of the loss, to a maximum of \$15,000; and
- 100% of the loss, in places designated as depressed market areas by Treasury Board Secretariat (TBS).

Custom benefit

In excess of core entitlement.

Personalized benefit

When all custom funds have been expended.

HEA calculation criteria

- Properties selling for less than 95% of the market value require DCBA approval prior to qualifying for this benefit. Market value is to be based on the appraisal provided by CFIRP.
- Capital improvements shall not be included in the calculation of HEA but may be claimed separately [as per art 8.2.10](#).
- Any reductions of the sale price based upon deferred maintenance shall not be included when calculating HEA.
- The original purchase price for new home construction consists of costs:
 - identified in the Building Agreement, and
 - for initial landscaping which occurs within one year of occupancy (when not identified in the Building Agreement).

Depressed market, as established by Treasury Board Secretariat, is defined as a community where the housing market has dropped more than 20%.

Depressed market status may be evaluated when:

A CF member and the Realtor build a case for depressed market status by submitting the following documentation to DCBA through the CF Relocation Coordinator for review, DCBA will forward it to IRP Program Authority at Treasury Board Secretariat:

1. Personal introduction including an outline of changes in the local economy evident during the time at origin.

Continued on next page

Section 8.2 Sale of principal residence, continued

8.2.13 Home Equity Assistance (HEA), continued

2. All pertinent information with respect to the purchase of the subject property. This would include the original purchase agreement, the current appraisal report, list of the capital improvements made to the property and the related costs. Also, the appraised value when originally purchased and any property assessments since the time of purchase. Regarding cost of construction, this will require submission of original receipts to confirm the original purchase price, if a building contract was not used. Capital improvements must be supported by original receipts only.

3. General and specific information on the geographic location and local economic state; i.e. the circumstances that may be happening in the surrounding areas such as mill closures, unemployment rate, school closures. Include relative newspaper articles, memos, and objective evidence of market decline. Also, include sale date, date offer received, listing date list price, lowered list price and any home equity loss paid.

4. For real estate information:

a. Letter from Realtor expressing his/her professional opinion of the overall decline in the market since time of purchase;

b. Copies of comparable sales (similar type homes) that were concluded within the past 6 to 12 months;

c. Number of current listings in various price ranges and number of days on the market;

d. Number of sales (year-to-date) in various price ranges and number of days on the market;

e. Number of sales during previous 2 years in various price ranges and number of days on the market;

f. Number of foreclosures (year-to-date) and same for previous 2 years; and

g. Current vacancy rates, and similar information from previous years.

NOTE: All items must be labelled with a table of contents.

Continued on next page

Section 8.2 Sale of principal residence, continued

8.2.14 Real Estate Incentive

Core benefit

CF members are entitled to receive 80% of the real estate commission, to a maximum of \$12,000, based on the appraised value when they do not claim for the real estate commission. The following conditions apply:

- CF members or dependants must have occupied the residence immediately prior to official notification of the posting.
- The decision to apply for this incentive shall be made within 15 working days after receipt of the appraisal.
- CF members must sign a waiver foregoing any future reimbursement of real estate fees, legal fees or other related disposal costs for the property. Should CF members choose to re-occupy this residence on a subsequent posting, the residence would be designated as a principal residence for any further relocation that might occur after re-occupancy.

This incentive is paid into personalized funds.

8.2.15 Private sales

Core benefit

CF members who decide to sell their principal residence privately are entitled to reimbursement of actual and reasonable costs related to the sale. Reimbursement shall not exceed the real estate commission that would have been paid had the residence been sold by a licensed real estate agent.

Section 8.3 Purchase of replacement residence

8.3.01 Purpose The purpose of purchase of replacement residence benefits is to assist in the acquisition of a principal residence.

This section is divided into the following blocks.

8.3.02 Eligibility	78
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8.3.05 New home construction	79
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8.3.14 Interest on home relocation loan.....	84
8.3.15 Mortgage interest buy-down	84
8.3.16 Home renovations for the disabled	84

8.3.02 Eligibility CF members are entitled to the benefits outlined in this section under the following conditions:

- posted inside Canada;
- posted for more than one year, unless:
 - the appropriate posting authority provides confirmation in writing that CF members should remain at the same place of duty immediately following the original tour of duty for a further period of one year or more, or
 - CF members are subsequently posted to a new place of duty within the same geographical boundaries of the area, for a further period of one year or more.
- purchase within the geographical boundaries of the area unless otherwise authorized [as per section 2.6](#).

8.3.03 Occupancy requirements CF members or their dependants must occupy the replacement residence for a minimum period of one year, unless service reasons prohibit the requirement. Failure to meet this occupancy requirement will result in recovery of benefits paid under this section.

Continued on next page

Section 8.3. Purchase of replacement residence, continued

8.3.04 Purchase after move	<p>CF members who originally moved into rental accommodation at the new location and subsequently purchase a residence may be entitled to the reimbursement of legal fees for the purchase within the established time limits as per art 8.1.03 (for Regular Force members) or as per art 13.06 (for Reserve Force members). When CF members have already been reimbursed rent in advance of move and/or rental agency finding fees, the provisions of art 7.04 and 7.05 apply.</p>
8.3.05 New home construction	<p>CF members who construct a principal residence are entitled to the same benefits related to the purchase of the land and the construction of the home, which would have been reimbursed if a resale home were purchased. However, all costs identified in the building agreement are deemed as part of the original purchase price and are not to be reimbursed separately.</p> <p>Personalized benefit New home warranties.</p>
8.3.06 Reverse TDRA (RTDRA)	<p>CF members are responsible for the expenses associated with one residence. Where CF members take possession of a purchased replacement residence prior to the COS date (for Regular Force)/commencement date of the period of employment (for Reserve Force) and the RFD or the COS dates cannot be changed to meet the possession date, RTDRA expenses at destination shall be reimbursed as follows:</p> <p>Core benefit Expenses for a period up to one month:</p> <ul style="list-style-type: none"> • Interest charges on a first mortgage (or on a second mortgage if there are no charges on a first mortgage); • Taxes (i.e. property, school); • Utilities (i.e. electricity, heating); • Property maintenance (such as lawn cutting, snow removal, and minor maintenance); • Insurance (house insurance including additional insurance costs for empty residence); and/or • Rental of a mobile home pad.

Continued on next page

Section 8.3. Purchase of replacement residence, continued

8.3.06 Reverse TDRA (RTDRA), continued

Custom benefit
Expenses beyond one month.

Personalized Funds
When all custom funds have been expended.

8.3.07 Legal fees and disbursements

Expenses associated with obtaining clear title to the property are reimbursed as follows:

Core benefit

- Sheriff’s fees;
- Land Transfer Tax/Welcome Tax;
- Name change fee when transferring ownership from builder to purchaser;
- Deed transfer charges;
- Survey costs or Title Insurance Premium (both cannot be claimed unless they are deemed necessary to obtain clear title);
- Certificate of execution;
- Appraisal and water test fees incurred at the request of the lender to obtain a first or second mortgage; and
- Legal fees incurred as a result of deed transfer to Land Titles System.

Personalized benefit

Additional expenses excluding those that relate to reimbursement of pre-negotiated corporate rates.

Failed purchase transaction

When the purchase transaction fails based on the legal conditions of the purchase (i.e., home inspection, financing, etc), expenses above may be reimbursed from core funds. All costs associated with a subsequent purchase will also be reimbursed from core funds.

8.3.08 Building/ structural inspection

When CF members submit an offer to purchase, costs for a structural inspection of the residence shall be reimbursed as follows:

Core benefit

- First structural inspection on each residence where an offer to purchase is made (including occupied new homes under warranty);
 - Well, water potability, and septic system inspection (including the pumping when required for the inspection); and
 - Follow-up termite and pyrite inspections, when recommended in writing by the building inspector.
-

Continued on next page

Section 8.3. Purchase of replacement residence, continued

8.3.08
Building/
structural
inspection,
 continued

Custom benefit
 Second structural inspection on the same residence and any inspections that are not payable as a core benefit.

Personalized benefit
 When all custom funds have been expended.

8.3.09
Mortgage
interest
differential

Core benefit
 When the new mortgage is higher than the one discharged at the former place of duty, CF members are entitled to reimbursement of the interest differential, to a maximum of \$5000, as described below:

The difference between:	The interest rates on the two mortgages
Based on the lesser of:	<ul style="list-style-type: none"> • the outstanding mortgage at the former place of duty; or • the new mortgage principal
For:	the remaining term of the mortgage at the former place of duty, not exceeding 5 years
To a maximum reimbursement of:	\$5000

8.3.10
Mortgage Loan
Insurance
(MLI)

Mortgage Loan Insurance is not reimbursable.
 (TB modified, effective 1 September 2012)

Continued on next page

Section 8.3. Purchase of replacement residence, continued

8.3.11 Interest on a short term loan

Core benefit

CF members are entitled to reimbursement of the interest on a short-term personal loan or a personal line of credit required solely to pay the minimum deposit on the purchase of a principal residence or a new house construction at the new place of duty.

The required minimum deposit amount must be in accordance with the written contract to purchase and shall not exceed the minimum amount required by the local market.

For new construction, when the building agreement describes a payment schedule or advance payments, the interest on those payments is not considered reimbursable.

Continued on next page

Section 8.3. Purchase of replacement residence, continued

8.3.12 Bridge financing

Core benefit

When the proceeds of the sale of the principal residence are not immediately transferable to the purchase of the replacement residence, CF members will be reimbursed for the interest on a bridge loan or a line of credit and the associated administration fees charged by the financial institution, provided that:

- interest on the bridge loan does not normally exceed 14 days; and
- the amount of loan does not exceed the amount which is “frozen.”

Custom benefit

When CF members purchase a replacement residence at the new location before selling their principal residence, they will be reimbursed for the interest on a bridge loan or a line of credit and the associated administration fees charged by the financial institution, provided that it does not exceed the lesser of the:

- equity in their unsold principal residence (i.e., difference between the appraised value and the existing mortgage); or
- purchase cost of the replacement residence.

Personalized Funds

When all custom funds have been expended.

8.3.13 Second mortgage

When a bridge financing loan cannot be obtained and the principal residence has not sold and it remains actively marketed and unoccupied, CF members may be reimbursed:

Custom benefit

interest, legal and administrative costs for:

- a second mortgage; or
- a home equity line of credit (HELOC) used as a second mortgage.

Personalized benefit

When all custom funds have been expended.

Continued on next page

Section 8.3. Purchase of replacement residence, continued

8.3.14 Interest on home relocation loan

Be aware that in order to qualify for reimbursement of this benefit, CF members must use the service provider's third party contractor who has agreed to adhere to [CRA](#) reporting requirements.

Custom benefit

Nil

Personalized benefit

Interest on a home relocation loan. The loan shall not exceed \$25,000 per purchase transaction.

(TB amended, effective 1 September 2012)

8.3.15 Mortgage interest buy-down

Personalized benefit

Interest expenses to buy down a mortgage and associated legal fees shall be reimbursed. Buy-down amount shall not be below the prescribed rate as determined by Canada Revenue Agency (CRA).

8.3.16 Home renovations for the disabled

Custom benefit

Disabled CF members or dependants requiring special modifications on the replacement residence to allow proper access/use are entitled to reimbursements directly related to the renovations for the disability.

Personalized benefit

When all custom funds have been expended.

Justification Original and detailed receipts are required for reimbursement including details of requirement.

Chapter 9. Shipment of Household Goods and Effects (HG&E)

9.01 Purpose The purpose of the “Shipment of Household Goods and Effects (HG&E)” benefit is to transport or store eligible belongings for CF members who are authorized to relocate their HG&E. The shipment and storage of HG&E is governed by the Household Goods Removal Service (HGRS) contract.

Shipment of HG&E will be [as per art 2.6.01](#). CF members who change their marital status to married/common law while on prohibited posting remain entitled to move their HG&E from former place of duty (where HG&E were left or stored) to new place of duty and not from a third location.

This chapter is divided into the following sections.

Section 9.1 Storage	85
Section 9.2 Preparation	89
Section 9.3 Shipment of vehicle	91
Section 9.4 Sundry relocation expenses.....	93

Section 9.1 Storage

9.1.01 Introduction This section is divided into the following blocks.

9.1.02 Eligibility	85
9.1.03 Weight entitlement.....	86
9.1.04 Storage in Transit (SIT)	86
9.1.05 SIT - Moves without secured accommodation	87
9.1.06 Long Term Storage (LTS)	87
9.1.07 LTS Incentive.....	88

9.1.02 Eligibility CF members are authorized the shipment of HG&E from within the geographical boundaries of their former place of duty to within the geographical boundaries of their new place of duty unless otherwise authorized in [section 2.6](#).

Continued on next page

Section 9.1 Storage, continued

9.1.03 Weight entitlement

The Department will arrange and pay for the cost of packing, loading, insuring, shipping, storage in transit (SIT) (within limitations), unloading and unpacking of authorized HG&E.

Core benefit

Weight up to a maximum of 20,000 lbs/9071.94 kg excluding packing and crating.

Custom benefit

- Any extra charges when large articles are moved on a weight dimensional basis, or a cubic basis, or with surcharges; and
- Any weight in excess of 20,000 lbs.

Personalized benefit

When all custom funds have been expended.

NOTE: Weight will be based on the combined shipped and stored HG&E.

9.1.04 Storage in Transit (SIT)

SIT is not normally necessary; however, when it is CF members are entitled to be reimbursed:

Core benefit

Up to and including the last day ILM&M (other than unpack and unload days).

Custom benefit

Above the period from core funding for reasons beyond CF members control (ie service or compassionate circumstances).

Personalized benefit

- When all custom funds have been expended.
- When SIT is incurred either after the possession date of the residence or above the entitlement.

Note: Possession date changes due to building delays are not considered to be beyond the CF member's control but rather a risk associated with building a house.

Continued on next page

Section 9.1 Storage, continued

9.1.05 SIT - Moves without secured accommodation

CF members who have not secured accommodation may request the restriction be lifted on the move of (D)HG&E . In this instance, Core funding of SIT shall not exceed 20 days and will cease on any earlier date that reimbursement of ILM&M from core funds terminates.

When SIT exceeds entitlement, the Central Removal Services representative will provide the pro-rated charge to the relocation consultant. The relocation consultant will then calculate the additional SIT charges to be recovered.

9.1.06 Long Term Storage (LTS)

On relocation CF members are entitled to LTS including partial shipment when:

- directed into Crown-owned accommodation that will not accommodate all HG&E; or
- moved to locations where DCBA determined that the shipment of HG&E or private motor vehicles or both shall be limited or controlled.

When shipment of LTS is authorized the funding formula will be based on the number of rooms of HG&E that originally went into storage.

Core benefit

- Weight up to 20,000lbs / 9,071.94 kgs of combined shipment and storage of HG&E;
- Packing, crating and cartage of the HG&E as well as shipment to the nearest adequate LTS facility available;
- Storage of HG&E until it can be reunited with CF members or dependants;
- Storage of up to two PMVs or one PMV and one other vehicle [as per art 9.3.04](#) when prohibited from the shipment of vehicles. The total storage cost shall not exceed the cost of storing two PMVs;
- When posted outside Canada, storage of primary PMV including motorcycle; and
- Payment of a one-time storage preservation fee such as removing the battery, applying lubricants on the vehicle as required and raising the vehicle off the tires.

Custom benefit

- Weight in excess of 20,000 lbs/9,071 kgs (shipped and stored);
 - Expenses related to the secondary PMV when the primary PMV is stored or shipped; and
 - Additional storage costs for boat/motorcycle/ATV/trailer/snowmobile.
-

Continued on next page

Section 9.1 Storage, continued

9.1.06 Long Term Storage (LTS), continued

Personalized benefit

When all custom funds have been expended.

LTS cessation. When CF members are posted to a location where LTS is no longer authorized, the LTS entitlement at Crown expense will cease 30 days after COS/report for duty date, whichever is later. The CF member will assume financial responsibility for HG&E remaining in LTS on the 31st day.

Rental vehicle cessation. When CF members store a PMV including motorcycle, the rental vehicle entitlements cease on the day that the stored vehicle is removed from storage. The stored vehicle shall be removed from storage as soon as CF members arrive or would have arrived had they not taken annual leave during TNL, at their new place of duty and the vehicle is serviced by the storage facility.

Eligible storage expenses - PMV Actual and reasonable charges necessary to restore the vehicle to road-worthiness and up to \$400 for removing the vehicle from storage (excluding repairs and licensing).

LTS on release CF members with HG&E in LTS who are released will have their LTS moved to their address on release at Crown expense.

9.1.07 LTS Incentive

CF members who own major appliances and are entitled to LTS may transfer 80% of the savings to their Personalized Funding Formula when they do not ship or store one set of the major appliances listed below. Entitlement is limited to CF members who owned the appliances prior to the receipt of a posting instruction (for Regular Force)/employment message (for Reserve Force).

Continued on next page

Section 9.1 Storage, continued

9.1.07 LTS Incentive, continued

The maximum savings is 24 months as per column E:

Column	B	C	D	E
Appliances	Fixed Initial Savings at 80%	Additional monthly savings at 80%	MAX Savings at 80% for 12 months	MAX Savings at 80% for 24 months
Dishwasher	\$53.52	\$5.03	\$113.88	\$174.24
Dryer	\$49.92	\$4.69	\$106.20	\$162.48
Freezer	\$109.84	\$10.32	\$233.68	\$357.52
Refrigerator	\$69.36	\$6.52	\$147.60	\$225.32
Stove/Range	\$68.48	\$6.44	\$145.76	\$223.04
Washer	\$67.76	\$6.37	\$144.20	\$220.64
Total	\$418.88	\$39.37	\$891.32	\$1363.76

Rates standard Rates are based on weight/volume industry average and on industry standard rates. The saving is calculated on the duration of the storage requirement, up to a maximum of 24 months at 80%.

Section 9.2 Preparation

9.2.01 In this section

This section is divided into the following blocks.

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9.2.04 Crating, uncrating and appraisals.....	90
9.2.05 Pet shipment.....	91
9.2.06 Non eligible items/additional shipping expenses.....	91

9.2.02 Preparation for transport

Custom benefit

Items that require special attention and/or preparation as specified by the contractor which are not covered by HGRS contract (ie pool table, piano, hot tub).

Personalized benefit

When all custom funds have been expended.

Continued on next page

Section 9.2 Preparation, continued

9.2.03 Insurance coverage

CF members shall be provided basic insurance coverage during transportation and/or storage of authorized HG&E as follows:

Core benefit

Replacement cost protection (RCP) insurance up to 20,000 lbs/9,071kgs.

Custom benefit

- Amounts over the RCP insurance from Core funding;
- Additional expenses including high value items; and
- Additional insurance protection above limitations of the HGRS contract.

Personalized benefit

When all custom funds have been expended.

Claim Any claim for loss or damage of HG&E or damage to the house should normally be settled between the CF member, the carrier, and the insurer.

9.2.04 Crating, uncrating and appraisals

The HGRS contract provides for general crating services which are sufficient for safe transport of HG&E. When CF members request crating the HGRS contractor has not determined to be necessary, the expense shall be reimbursed as follows:

Personalized benefit

Crating, uncrating and appraisals not required by HGRS contract.

Continued on next page

Section 9.2 Preparation, continued

9.2.05 Pet shipment

CF members are entitled to the reimbursement of:

Custom benefit

Nil

Personalized benefit

- PMV travel, to and from airport, in advance of and/or after the move if required;
- costs in excess of custom funds;
- commercial transportation of pets;
- compulsory pet care as required by the carrier or the host country; and
- pet carrier, as required by the commercial carrier.

When pets are shipped to an alternate location, the cost reimbursed shall not exceed the cost of shipment to the location of the new place of duty.

Limitation Additional costs will not be reimbursed as a result of the early or late pet shipment.

(TB amended, effective 1 September 2012)

9.2.06 Non eligible items/additional shipping expenses

Custom benefit

Costs for the commercial shipment and insurance of items that are not eligible to be shipped via the HGRS, because they are:

- excluded by the Department or HGRS relocation policy;
- restricted by household goods removal tariffs; or
- restricted by the program authority.

Personalized benefit

When all custom funds have been expended.

Section 9.3 Shipment of vehicle

9.3.01 In this section

This section is divided into the following blocks.

9.3.02 Shipment of vehicle by commercial carrier	92
9.3.03 Rental vehicle.....	92
9.3.04 RV / boat / motorcycle/ ATV / trailer / snowmobile	92

Section 9.3 Shipment of vehicle, continued

9.3.02 Shipment of vehicle by commercial carrier

CF members must ship their PMV under the HGRS contract system when the service is available. Once HGRS has been contacted, CF members may be reimbursed actual and reasonable expenses, not to exceed HGRS contract rates, related to shipping their PMV by commercial carrier as follows:

Core benefit

Primary PMV including motorcycle (when the primary mode of travel to the new location is by commercial carrier.)

Custom benefit

Secondary PMV including motorcycle.

Personalized benefit

Additional PMVs including motorcycle.

Delivery of vehicle Actual and reasonable expenses, including a maximum of one-day meal expenses, associated with delivery and pick-up of vehicle to the point of shipment.

9.3.03 Rental vehicle

Entitlements are described in [art 3.3.02](#).

Core benefit

- one rental vehicle (regardless of number of vehicles shipped) when CF members are necessarily separated from their primary vehicle due to shipping and the primary mode of travel to new location is by commercial carrier; and
- Reasonable commercial transportation costs (supported by receipts) in lieu of a rented vehicle not to exceed the cost of a rental car as described in [art 3.3.02](#).

Personalized benefit

Upgrade.

9.3.04 RV / boat / motorcycle / ATV / trailer / snowmobile

CF members are entitled to the following reimbursements:

Custom benefit

Shipment of recreational vehicles (RVs), boats, all-terrain vehicles (ATVs), trailers, utility trailers, motorcycles and snowmobiles. Vehicles that are shipped with HG&E must be weighed separately.

Personalized benefit

When all custom funds have been expended.

Section 9.4 Sundry relocation expenses

9.4.01 In this section This section is divided into the following blocks.

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9.4.03	PMV including motorcycle and drivers licences	95
9.4.04	Medical and dental	96
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9.4.06	Postal and courier services	96
9.4.07	Passport VISA – identity documents outside Canada.....	97
9.4.08	Value added tax (VAT) forms	98
9.4.09	Spousal employment services	98
9.4.10	Dependants education allowance	98

**9.4.02
Connection and
disconnection**

Specific sundry relocation expenses have been approved by the Program Authority, The Treasury Board Secretariat. The following list is all-inclusive:

Personalized benefit

Basic connection, disconnection and labour fees (materials required for installation are not reimbursable), including cancellation fees, for equipment moved at Crown expense such as:

- alarm system (basic monitoring system);
- cable;
- cellular up to two basic services;
- computer systems;
- electricity including conversion services (labour and converters only);
- water lines to refrigerator;
- hot-tub;
- in-home theatre systems;
- Internet;
- natural gas including all gas appliances and account set-up fee;
- one satellite dish (one receiver only);
- telephone basic services; and
- water.

Additional installation of services shall be at CF members' expense. In all cases, extra expenses incurred for cancellation of loyalty contracts are not reimbursable.

(TB amended, effective 1 September 2012)

Continued on next page

Section 9.4 Sundry relocation expenses, continued

9.4.03 PMV including motorcycle and drivers licences

CF members and their dependants shall be reimbursed the following mandatory expenses:

Core benefit

- Costs associated with driver's license for a maximum of 12 months (prorated if required).
- Driver's driving record (when required prior to obtaining driver's license).
- International drivers license when posted outside Canada.
- Costs associated with registration of primary PMV at destination for a maximum of 12 months.
- Safety certificate for primary PMV (excluding cost of necessary repairs) when mandatory by provincial legislation before license plates can be obtained.
- License plate fees for primary PMV to a maximum of 12 months.
- Letter of compliance for primary PMV.
- Necessary to gain legal entry and to drive primary PMV within the destination city/country, excluding importation fees for new vehicles.
- Registration and plate fee for one trailer when there is a legal requirement to have it registered.

Custom benefit

- Costs associated with registration of secondary PMV at destination for a maximum of 12 months.
- Safety certificate for secondary PMV (excluding cost of necessary repairs) when mandatory by provincial legislation before license plates can be obtained.
- License plate fees for secondary PMV to a maximum of 12 months.
- Letter of compliance for secondary PMV.
- Necessary to gain legal entry and to drive secondary PMV within the destination city/country, excluding importation fees for new vehicles.
- Registration and plate fee for second trailer when there is a legal requirement to have it registered.

Personalized benefit

- Same expenses as those outlined in Custom benefit for additional vehicles.
- When all custom funds have been expended.

Continued on next page

Section 9.4 Sundry relocation expenses, continued

9.4.03 PMV including motorcycle and drivers licences, continued

Note. Insurance charges that are applied to driver licensing or vehicle registration are considered part of the total insurance requirements for a vehicle and will not be reimbursed.

9.4.04 Medical and dental

Core benefit

- All costs associated with transferring dependant medical/dental files to new location;
 - Costs associated with procuring new medical cards;
 - Additional insurance costs for any time lag between provincial health care services;
 - New patient dental exam at destination where dependants do not qualify for reimbursement from the dental insurance provider due to posting frequency; and
 - Medical examinations and inoculations required for entry to host country or re-entry to Canada that are not covered by provincial health care, including required medical letters.
-

9.4.05 Locks

Core benefit

Service call fee and labour for re-keying locks at new residence.

9.4.06 Postal and courier services

Personalized benefit

- Post Office change of address.
- Courier service for receipts sent to the service provider from locations where mail delivery is unreliable. In such cases approval for reimbursement is required from the BComd/BAdmO.
- Mail hold service when sale/purchase/rental closes prior to departure/arrival, not to exceed 12 months duration.

(TB amended, effective 1 September 2012)

**9.4.07 Passport
VISA – identity
documents
outside Canada**

Core benefit

- Passport - Mandatory passport photo expenses when services not provided by the Department.
- Immigration documents.
- VISA and cost associated with the procurement of VISAs.
- Required identity documents.

Continued on next page

Section 9.4 Sundry relocation expenses, continued

9.4.08 Value added tax (VAT) forms

Core benefit

CF member outside Canada may be reimbursed for the purchase of the required number of Value Added Tax (VAT) forms necessary to save the VAT on relocation benefits.

9.4.09 Spousal employment services

The following spousal assistance services shall be reimbursed:

Custom benefit

- Employment search;
- Employment assistance;
- Interview travel up to a maximum of three days/two nights (including travel) lodgings, meals and incidentals as per prescribed rates;
- CV preparation;
- Photocopy and transmittal costs for transcripts of academic records; and
- Costs associated with re-establishing current credentials for the same certification in the new province.

Upgrading and re-certification do not qualify as eligible expenses for reimbursement under the CFIRP.

9.4.10 Dependants education allowance

CF members may be entitled to receive dependant education allowance. They are responsible for verifying their entitlement, completing the necessary applications and claiming benefits through Director - Dependant Education Management (DEM). Allowance directives may be found at:

- [CBI Chapter 12 - Education of Children](#); and
 - [Outside Canada education allowance policy/procedure/forms](#).
-

Chapter 10. Service Couples

10.01 Purpose This chapter describes relocation benefits applicable to meet the requirements of Service Couples (SCs).

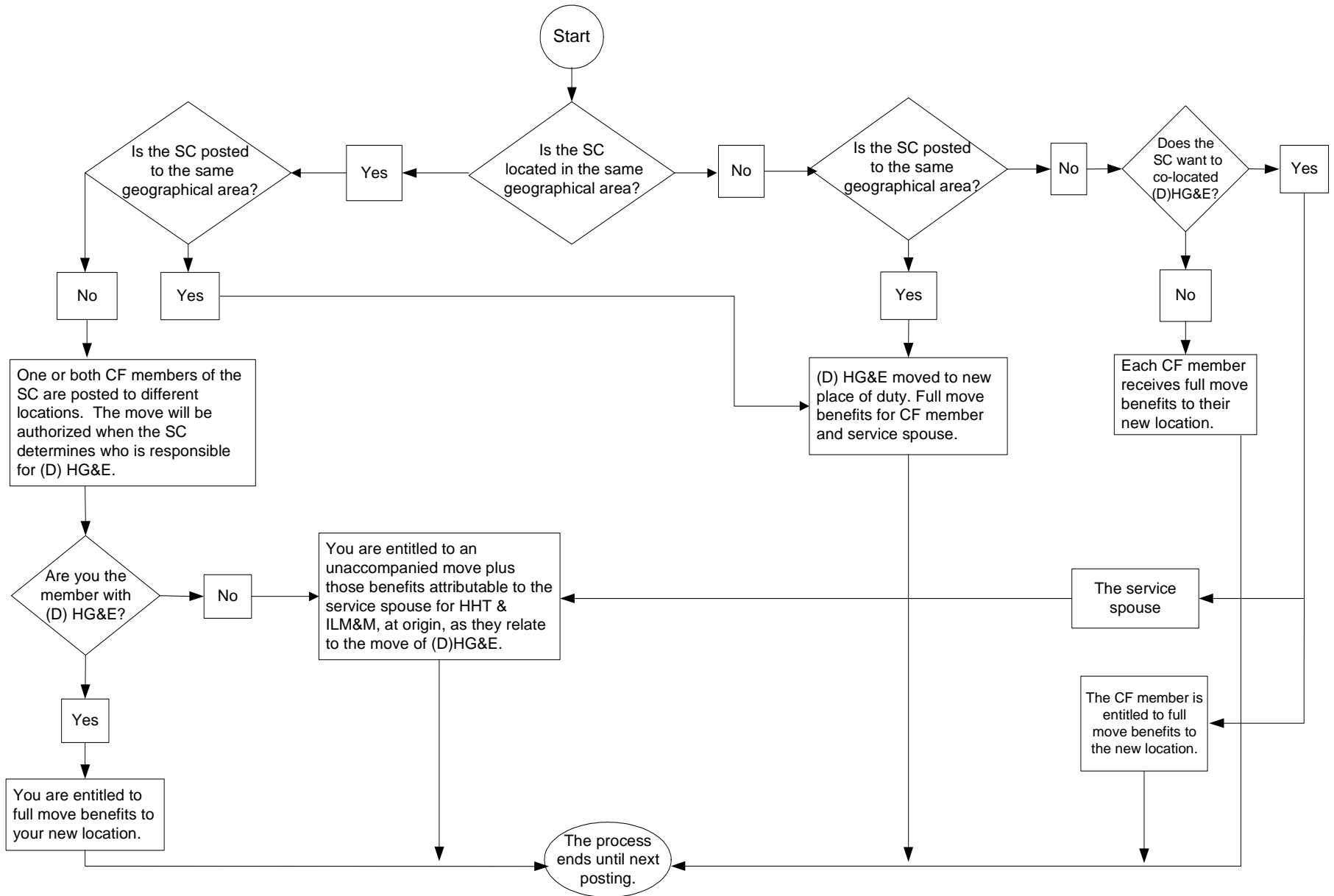
10.02 Terms “CF member” and “service spouse” This table defines “CF member” and “service spouse”.

The CF member who is...to be moving (D) HG&E	is considered for the purpose of move benefits...
deemed	“the CF member”.
not deemed	“the service spouse.”

10.03 Co-location principle Until co-location of HG&E, both CF members are entitled to be relocated at public expense, as though they were single CF members. Once HG&E are co-located, the HG&E will not be separated at public expense.

10.04 Process chart The Service Couple - Determination of Move Entitlements process chart follows. A CF member moving (D)HG&E who is prevented from conducting the relocation personally due to service/operational reasons, and whose spouse is not posted, may delegate the responsibility of conducting the move to the service spouse when so authorized by the BComd/BAAdmO.

Service Couple - Determination of Move Entitlements



Chapter 11. Other moves within Canada

11.01 In this chapter

This chapter describes the benefits related to other moves within Canada.

It is divided into the following sections:

Section 11.1 Move of (D)HG&E from place of enrolment	101
Section 11.2 Unaccompanied moves	105
Section 11.3 Local Moves.....	112
Section 11.4 Moves to and from Isolated Posts.....	113

Section 11.1 Move of (D)HG&E from place of enrolment

11.1.01 Purpose

This section describes the relocation entitlements, limitations and enhancements applicable to Regular Force members on their first move from place of enrolment when:

- On their first posting after graduation from a military college;
- On their first posting after graduation from a civilian university for which the member's education was paid by the Canadian Forces;
- A dental, medical or legal officer who has successfully completed basic officer training; or
- On their first posting after successful completion of officer/trade/occupation training/qualification.

It is divided into the following blocks:

11.1.02 Move of (D)HG&E	102
11.1.03 Limitation of benefits.....	102
11.1.04 Time limit for LTS -CF members without dependants.....	102
11.1.05 Return to assist.....	102
11.1.06 Funding Formula - CF members with dependants.....	103
11.1.07 Funding Formula - CF members without dependants.....	104

Continued on next page

Section 11.1 Move of (D)HG&E from place of enrolment,
continued

11.1.02 Move of (D)HG&E

When CF members become entitled to move their (D)HG&E they may move from:

- the location of LTS;
- the residence that was occupied by CF members and/or their dependants prior to enrolment; or
- any location, however, reimbursement shall be limited to the cost that would have been incurred had the CF member’s HG&E been relocated from their place of enrolment.

Relocation of HG&E will be from one location only.

11.1.03 Limitation of benefits

The benefits for a move from the place of enrolment are generally the same as those contained in Parts 1 and 2 except for the limitation on LTS.

When CF members are posted locally but their HG&E is not located at the current place of duty, their move is not considered to be a local move.

11.1.04 Time limit for LTS - CF members without dependants

CF members without dependants have a time limit to relocate their HG&E to the new place of duty. If service reasons prevented the CF member from moving their LTS to their current place of duty within the time limitation, the time limitation may be extended by the corresponding number of trg/TD/Attach Posting days.

If HG&E has...	then the CF member must relocate HG&E within a period of ... from the COS date
been stored in LTS	6 months (see storage cost note below).
not been stored in LTS	12 months.

Storage cost After the limit stated above, LTS may remain in storage, however it will become CF members’ responsibility to pay all associated costs for storage.

11.1.05 Return to assist

CF members are entitled to return to their principal residence at place of enrolment to assist with the move as outlined at [art 11.2.13](#).

Continued on next page

Section 11.1 Move of (D)HG&E from place of enrolment,
continued

**11.1.06
Funding
Formula - CF
members with
dependants**

The Custom and Personalized Funding Formulae for relocations from place of enrolment for CF members with dependants are as follows:

Custom Funding	
Greater of \$1,000 or 35% of the real estate commission (max. \$5,250)	_____
+ 35% of the cost of transportation (using current Department of Finance annual rate) from old place of duty to new place of duty for CF member only	_____
+ 35% of the cost of transportation (using current Department of Finance annual rate) for dependants from place of enrolment to new place of duty	_____
+ 35% of the cost to ship HG&E per qualifying room based on accommodation occupied prior to enrolment.	_____
= Total Custom Funding Formula	_____

Personalized Funding	
Movement Grant	\$650
+ Posting Allowance (if applicable)	_____
+ Real Estate Incentive (max. \$12,000)	_____
+ Long Term Storage Incentive	_____
+ HHT Savings	_____
= Total Personalized Funding Formula	_____

Continued on next page

Section 11.1 Move of (D)HG&E from place of enrolment,
continued

**11.1.07
Funding
Formula - CF
members
without
dependants**

The Custom and Personalized Funding Formulae for relocations from place of enrolment for CF members without dependants are as follows:

Custom Funding	
Greater of \$1,000 or 35% of the real estate commission (max. \$5,250)	
+ 35% of the cost of transportation (using current Department of Finance annual rate) for CF members from old place of duty to new place of duty	
+ 35% of the cost to ship HG&E per qualifying room based upon type of accommodation occupied prior to enrolment.	
= Total Custom Funding Formula	
Personalized Funding	
Movement Grant	\$650
+ Posting Allowance (if applicable)	
+ Real Estate Incentive (max. \$12,000)	
+ Long Term Storage Incentive	
+ HHT Savings	
= Total Personalized Funding Formula	

Section 11.2 Unaccompanied moves

11.2.01 In this section This section describes the entitlements, limitations or enhancements applicable to CF members who proceed unaccompanied to their new place of duty.

It is divided into the following blocks:

11.2.02 Purpose.....	105
11.2.03 Limitation of benefits.....	106
11.2.04 Returning from Operations – Posted to a location other than the (D)HG&E location.....	107
11.2.05 Returning to previous place of duty for release purposes.....	107
11.2.06 TNL.....	107
11.2.07 Shipment of vehicle	108
11.2.08 HHT	108
11.2.09 Interim accommodations/HHT on IR	109
11.2.10 Unaccompanied baggage (UAB)	110
11.2.11 Rations and quarters.....	110
11.2.12 Recovery of expenses	111
11.2.13 Return to assist.....	111
11.2.14 Funding formula.....	111

11.2.02 Purpose When accommodations have not been secured or they are not available prior to COS or RFD, CF members, who intend to relocate their dependants and/or HG&E to the new location, may proceed unaccompanied to the new place of duty on a restricted basis for a maximum period of six months. This does not apply to Reserve Force members serving on Class “B” reserve service. Reserve Force members on Class “B” reserve service shall relocate immediately as per Statement of Understanding (SOU).

CF members shall request an Imposed Restriction (IR) through the approving authority, as soon as it is known that the unaccompanied period will exceed six months. IR is administered by the support base. This does not apply to Reserve Force members serving on Class “B” reserve service. Reserve Force members on Class “B” reserve service shall relocate immediately as per Statement of Understanding (SOU).

(TB amended, effective 1 September 2012)

**11.2.03
Limitation of
benefits**

Benefits for unaccompanied moves are generally the same as those contained in Parts 1 and 2, except for these entitlements, which have limitations or enhancements:

- Returning from Operations – Posted to a location other than the (D)HG&E location;
- Returning to previous place of duty for release purposes;
- TNL;
- Shipment of vehicle; and
- HHT.

Continued on next page

Section 11.2 Unaccompanied moves, continued

11.2.04 Returning from Operations – Posted to a location other than the (D)HG&E location

CF members returning from Operations who are subsequently posted to a location other than where their (D)HG&E are located may return to the location of their (D)HG&E to make relocation arrangements prior to proceeding to the new place of duty.

The service provider shall administer all subsequent relocation benefits as per Parts 1 and 2 of the policy from the location of (D)HG&E to new place of duty.

CF members returning from Operations who are posted prohibited from moving their (D)HG&E from Operations to the new place of duty will continue to be administered by their local orderly room for their return travel.

CF members being returned from Operations directly to the new place of duty shall be administered as per this section until accommodations have been secured. The relocation will then be administered from location of (D)HG&E or LTS to the new place of duty.

If prior to deployment to Operations, the CF member had not exercised the move of (D)HG&E from place of enrolment, RLRS will administer these moves [as per section 11.1](#).

Funding shall be based on a move from location of (D)HG&E to the new place of duty.

11.2.05 Returning to previous place of duty for release purposes

CF members on IR returning to their previous place of duty for release purposes are entitled to reimbursement of:

- TNL expenses [as per Chapter 6](#);
- Shipment of one PMV including motorcycle [as per art 9.3.02](#) when CF members do not drive to the new place of duty; and
- Shipment of 500lbs/227Kg UAB [as per art 3.4.06](#).

The releasing authority at the CF member's place of duty shall administer this benefit.

11.2.06 TNL

The benefits in [art 6.09](#) are limited to reimbursement for driving one PMV or motorcycle and towing one trailer to the new place of duty.

Continued on next page

Section 11.2 Unaccompanied moves, continued

11.2.07 Shipment of vehicle The benefits in [art 9.3.02](#) are limited to reimbursement for shipping of one PMV including motorcycle when CF members do not drive to the new place of duty.

11.2.08 HHT The benefits of [Chapter 4](#) are limited by the following:

CF members are entitled to reimbursement of expenses related to an HHT for their spouse under these conditions:

- if the HHT is expected to result in the movement of (D)HG&E to CF members' new place of duty, and
- CF members:
 - have not utilized an HHT in advance of the COS date (for Regular Force)/commencement date of the period of employment (for Reserve Force), and
 - have proceeded unaccompanied to the new location.

There is no entitlement to commercial lodgings for the spouse of CF members residing in other than government quarters; however, meals and incidentals are authorized for both CF member and spouse.

11.2.09 Interim accommodations/HHT on IR

CF members (with the exception of members serving on Class “A” or Class “B” reserve service) proceeding unaccompanied to the new place of duty where Government rations and quarters are not available are entitled to be reimbursed for either:

- an unaccompanied HHT as per [Chapter 4](#) in order to secure semi-permanent accommodations; or
- ILM&M as per [Chapter 5](#) while occupying interim accommodations, to a maximum of seven days in order to secure semi-permanent accommodation. In exceptional circumstances, CF members may be reimbursed interim accommodation expenses in excess of seven days to a maximum of 20 days to secure semi-permanent accommodation. BComd/BAdmO’s approval is required prior to reimbursement of extended benefits.

Note: Once semi-permanent accommodations are secured, ILM&M ceases and all further separation expenses will be reimbursed by the Base Orderly Room under Separation Allowance claim. ILM&M will cease on the day semi-permanent accommodation is occupied or the day any semi-permanent accommodation was available, whichever is earlier.

(TB amended, effective 1 September 2012)

Continued on next page

Section 11.2 Unaccompanied moves, continued

11.2.10 Unaccompanied baggage (UAB)

CF members are entitled to UAB [as per art 3.4.06.](#)

11.2.11 Rations and quarters

Regular Force and Reserve Force members serving on class “C” reserve service must occupy single quarters when available. The table below describes the entitlements to rations and quarters. This benefit is not applicable to Reserve Force members serving on class “B” reserve service.

(TB amended, effective 1 September 2012)

CF members ...	who are proceeding to their new place of duty...	are entitled to receive ...
without dependants	in advance of their HG&E	free quarters providing their residence is continually and actively marketed.
with dependants	unaccompanied	<ul style="list-style-type: none"> • Benefits IAW CBI 208.997

(TB amended, effective 1 September 2012)

At locations where single quarters are not available CF members are reimbursed actual and reasonable expenses for accommodation, furniture rental, utilities and parking not to exceed the maximum rates as published by DCBA.

CF members without dependants providing their residence is continually and actively marketed shall have their benefit applied as follows:

Core benefit

Maximum six months or until the move of (D)HG&E, whichever occurs first.

Custom benefit

Additional months.

(TB amended, effective 1 September 2012)

Continued on next page

Section 11.2 Unaccompanied moves, continued

11.2.12 Recovery of expenses

CF members who are reimbursed for benefits from either the Custom or Personalized Funding Formulae and subsequently do not relocate their (D) HG&E will have these expenditures recovered when they proceed unaccompanied to new place of duty.

11.2.13 Return to assist

CF members are entitled to five days special (relocation) leave to facilitate returning to the former residence/place of duty to assist with the move and return to new location. They will be reimbursed:

Core benefit

Transportation, traveling and ILM&M expenses for up to five days

Custom benefit

Expenses in excess of five days

11.2.14 Funding formula

The funding formulae below are used when CF members:

- with dependants proceed to their new place of duty unaccompanied; and
- without dependants proceed to their new place of duty when their home at origin remains unsold and actively marketed.

Custom Funding	
+	35% of the cost of transport (using current Department of Finance annual rate) for CF member only (one-way)
=	Total Custom Funding
Personalized Funding	
+	BAE portion of Posting Allowance (if applicable)/Reserve Relocation Allowance
=	Total Personalized Funding

Section 11.3 Local Moves

11.3.01 Purpose This section describes the move entitlements for CF members who are authorized a local move.

It is divided into the following blocks:

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11.3.03	HHT/DIT.....	112
11.3.04	Movement grant.....	112
11.3.05	Posting instruction without financial code.....	112

11.3.02 Limitation of benefits The benefits for local moves are generally the same as those contained in Parts 1 and 2, except for the following limitations or enhancements:

- HHT/DIT; and
- Movement grant.

11.3.03 HHT/DIT There is no entitlement to a HHT or DIT.

11.3.04 Movement grant CF members are entitled to receive the Movement Grant regardless of whether or not HG&E are relocated under the HGRS contract.

11.3.05 Posting instruction without financial code When a posting instruction authorizing a local move does not include a financial code, CF members are to liaise with the CF Relocation Coordinator, who will contact the posting authority.

Section 11.4 Moves to and from Isolated Posts

11.4.01 In this section This section describes relocation benefits and expenses applicable to moves to and from isolated posts.

It is divided into the following blocks:

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11.4.02 Transportation to location of HG&E in LTS Return transportation and traveling expenses shall be reimbursed for one person when access to the LTS location is required. Access to LTS is approved when CF members are cross-posted between places of duty and there is a requirement to access LTS due to:

- a significant climate difference between the two places of duty; or
- accommodation is furnished in one location and unfurnished in the other.

Reimbursement of expenses will be as a:

Core benefit

- Transportation costs by the most economical mode of transportation;
- ILM&M at the location of the LTS for two days; and
- Vehicle rental for two days.

Custom benefit

Additional days

Personalized benefit

Additional expenses

Continued on next page

Section 11.4 Moves to and from Isolated Posts, continued

11.4.03 Relocation from an isolated post for release purposes

CF members who do not have an IPR entitlement, or who wish to defer this election, are entitled to the full benefits of a relocation as per the CFIRP policy to a location in Canada of their choice without electing their IPR provided there is a release capability at proximity.

A posting allowance is payable [as per art 3.4.03](#).

CF members are entitled to have their LTS moved to their replacement residence.

NDHQ/Director Military Careers Administration (DMCA) is the authority for specified release centers.

11.4.04 Limitation of benefits – Goose Bay and Iqaluit

The benefits for isolated posts are generally the same as those contained in Parts 1 and 2, except for these entitlements which have limitations or enhancements:

- HHT;
 - Purchase of replacement residence;
 - TNL – Goose Bay;
 - Shipment of HG&E – weight limitations;
 - Air priority shipment - Iqaluit; and
 - Shipment of PMV.
-

11.4.05 HHT

There is no entitlement to an HHT when relocating to Goose Bay or Iqaluit.

Core benefit

Due to limitation of flights, when proceeding on HHT from Thule, Greenland and Clear, Alaska, CF members are authorized 11 days HHT plus two days of travel time.

When CF members plan a shortened HHT [art 4.2.04](#) applies.

11.4.06 Replacement residence

There is no entitlement to purchase a replacement residence on posting to Goose Bay or Iqaluit.

Continued on next page

Section 11.4 Moves to and from Isolated Posts, continued

11.4.07 TNL – Goose Bay

Core benefit

CF members travelling to/from Goose Bay via the Cartwright -Goose Bay ferry are authorized 4 additional travel days and travel days aboard ferry.

CF members travelling to/from Goose Bay via the Lewisporte -Goose Bay ferry are authorized 3 additional travel days and travel days aboard ferry.

CF members travelling overland are authorized 3 additional travel days.

11.4.08 Weight limitations

The principles contained in [Chapter 9](#) continue to apply. CF members are limited to the following one-way shipping weight entitlements on posting in and out of these locations:

Family size	Goose Bay	Iqaluit
1	4,600 Kg/10,120 lbs.	3,098 Kg/6,831 lbs.
2	5,300 Kg/11,660 lbs.	3,902 Kg/8,602 lbs.
3	5,900 Kg/12,980 lbs.	4,246 Kg/9,361 lbs.
4	6,500 Kg/14,300 lbs.	4,590 Kgs/10,120 lbs.
5	7,100 Kg/15,620 lbs.	4,934 Kgs/10,879 lbs.
6	7,700 Kg/16,940 lbs.	5,279 Kgs/11,638 lbs.
7	8,300 Kg/18,260 lbs.	5,623 Kgs/12,397 lbs.

When CF members are returning from isolated posts, the weight entitlement will be based on CF members' current household size or the household size that originally moved to that location, whichever is greater.

11.4.09 Air priority shipments - Iqaluit

CF members who will occupy furnished accommodation before their normal HG&E arrives, are entitled to the air priority shipment of effects for the purpose of immediate set-up of residency upon arrival. This weight reduces the overall authorized weight entitlement.

Core benefit

- CF member is entitled to ship up to 220 lbs (100 kgs); and
- up to 100 lbs (46 kgs) for each dependant.

Custom benefit

Weight in excess of core funds.

Continued on next page

Section 11.4 Moves to and from Isolated Posts, continued

11.4.09 Air priority shipments – Iqaluit, continued

Personalized benefit

When all custom funds have been expended.

Shipment process

All shipments shall be processed through the applicable Crown Transport Agent to ensure all charges are applied at the current contract rates. The separate air priority shipment shall not be authorized when HG&E is shipped by air, except when CF members proceed unaccompanied in advance of their dependants and HG&E, then only their personal entitlement may be shipped.

11.4.10 Shipment of PMV - Iqaluit

Although the principles of [Chapter 9](#) apply, CF members posted to Iqaluit are limited to shipping one PMV.

11.4.11 Funding Formula - Relocation to Goose Bay and Iqaluit

The following Custom and Personalized Funding Formulae are used for relocations to Goose Bay and Iqaluit:

Custom Funding	
Greater of \$1,000 or 35% of the real estate commission (max. \$5,250)	_____
+ 35% of the cost of transport (using current Department of Finance annual rate) for CF members and dependants (one-way)	_____
+ 35% of the cost of shipping 1,000 lbs. of household goods per qualifying rooms or weight entitlement, whichever is lesser	_____
= Total Custom Funding	_____
Personalized Funding	
+ Movement Grant	\$650
+ Posting Allowance (if applicable)/Reserve Relocation Allowance	_____
+ Real Estate Incentive (max. \$12,000)	_____
+ LTS Incentive	_____
= Total Personalized Funding	_____

Continued on next page

Section 11.4 Moves to and from Isolated Posts, continued

**11.4.12
Funding
formula -
Relocation
from Goose
Bay and Iqaluit**

The following Custom and Personalized Funding Formulae are used for relocations from Goose Bay and Iqaluit:

Custom Funding	
	\$1,000
+	35% of the cost of transport (using current Department of Finance annual rate) for CF members and dependants (one-way) _____
+	35% of the cost of shipping 1,000 lbs. of household goods per qualifying rooms or weight entitlement, whichever is lesser _____
=	Total Custom Funding _____
Personalized Funding	
+	Movement Grant \$650
+	Posting Allowance (if applicable)/Reserve Relocation Allowance _____
+	HHT Savings _____
=	Total Personalized Funding _____

Chapter 12. Moves to and from Outside Canada

12.01 In this chapter This chapter describes relocation benefits and expenses applicable to moves:

- outside Canada;
- back to Canada; and
- to and from locations outside Canada;

It is divided into the following sections:

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Chapter 12. Moves to and from Outside Canada, continued

12.02

Limitation of benefits

The benefits within this chapter are generally the same as those contained in Parts 1 and 2, except for these entitlements which have limitations or enhancements:

- HHT/DIT and TNL - day of rest for extended periods of travel;
 - ILM&M - excluding continental USA;
 - TNL – baggage;
 - TNL - travel by sea;
 - Shipment of HG&E – weight limitations - excluding continental USA;
 - Purchase of replacement residence;
 - Rent in advance of move;
 - Rental agency finding and real estate agent fees;
 - LTS – access on postings to and from locations outside Canada;
 - Sundry expenses;
 - Rental vehicle – shipped; and
 - Rental vehicle – sold or stored at origin.
-

Section 12.1 HHT/DIT and TNL

12.1.01 Day of rest extended travel

In addition to the benefits outlined in [Chapter 4](#) & [Chapter 6](#):

Core benefit

When continuous air travel, that is combined with rail and/or PMV travel time, is in excess of nine hours to destination, CF members are entitled to:

- one rest day at destination; or
- an overnight rest period during air travel; or
- lodging between flight changes during air travel.

The rest day while on HHT/DIT or TNL provides for one additional day of benefits and commences at 0001 hrs after arrival at destination and extends HHT/DIT or ILM&M benefits by one additional day.

Section 12.2 ILM&M

**12.2.01
ILM&M –
excluding
continental
USA**

This item enhances benefits described in [art 5.07](#) to [5.09](#).

Benefit	Core Funds	Custom Funds	Personalized Funds
Lodgings – commercial or non-commercial (see section 3.2)	<ul style="list-style-type: none"> • Up to 30 nights; and • From night 31 until HG&E is reunited with CF members with COs approval. The Department or its contracted agent must have caused HG&E delivery delay. 	Nil	In excess of authorized number of nights and upgrade to the standard rate/entitlements.
Meals (see section 3.1)	<ul style="list-style-type: none"> • Up to 30 days at applicable daily meal rate; • 31 to 45 days at 65% of applicable daily meal rate or 100% of actual expenses as per conditions listed at art 5.07. 	Nil	In excess of authorized number of days.
Boarding of pets	Nil	Nil	Basic commercial care for authorized days/nights ILM&M,
Miscellaneous expenses (see art 5.10)	As per meals and lodgings	Nil	Nil

(TB amended, effective 1 September 2012)

Section 12.3 Travel

12.3.01 TNL for dependants education

When dependants accompany CF members to new location and are scheduled to return to Canada for educational purposes, the service provider will book TNL as return transportation using financial coding provided by DCBA 5.

12.3.02 Accompanied baggage on TNL

Normally airlines allow passengers to check two pieces of accompanied baggage. When the airline does not allow for two pieces of checked baggage CF members shall be reimbursed for a:

Core benefit

second piece of baggage (weight as specified by the airline) for each authorized traveller.

third piece of baggage (weight is as specified by the airline) for CF members posted to or from a Theatre of Operations and who must transport their military kit when travelling by CAL.

Custom benefit

third piece of baggage (weight as specified by the airline) for each authorized traveller (to include child car seats and strollers).

Personalized benefit

Expenses in excess of Custom benefit.

12.3.03 Travel by sea – excluding continental USA

When CF members and dependants travel by sea, they may be reimbursed for actual and reasonable expenses based on the comparison table below. When calculating ILM&M on comparison table the lower of origin or destination rates shall be used.

When comparing air and sea travel, [Family Reunion Travel \(FRT\) rates](#) published by DCBA are to be used for the transportation portion of the trip as outlined in the comparison table below.

Travel Comparison Table

Air Travel		Travel by Sea	
Expense	Amount	Expense	Amount
FRT		Queen Mary ticket(s)	
+ Lodgings		+ Commercial transportation	
+ Meals		+ Miscellaneous expenses	
+ Miscellaneous expenses			
Total		Total	

Section 12.3 Travel, continued

12.3.03 Travel by sea – excluding continental USA, continued

Core benefit

Entitlement to reimbursement is for whichever is lesser.

Personalized benefit

Personalized funds may be used to reimburse costs in excess of Core entitlement, excluding insurance charges and gratuities.

12.3.04 Airline tickets - local purchase foreign location

In foreign countries where CAL electronic tickets are not recognized CF members are authorized to make their own CAL arrangements based on entitlements within the current policy. They must demonstrate that the most economical and practical itinerary was utilized.

Section 12.4 Weight entitlement

12.4.01 One-way weight when moved to a new place of duty – excluding continental USA

The following table outlines the maximum allowable one-way weight entitlement, exclusive of packing and crating, for CF members' household size and type of accommodation that may be shipped to the new place of duty excluding continental USA. The principle outlined in [art 9.1.03](#) continues to apply to this article.

Family Size	Furnished	Unfurnished	Controlled location
1	3,100 Kg/6,820 lbs.	4,700 Kg/10,340 lbs.	705 kg/1550 lbs.
2	3,400 Kg/7,480 lbs.	5,300 Kg/11,660 lbs.	1160 kg/2550 lbs.
3	3,700 Kg/8,140 lbs.	5,900 Kg/12,980 lbs.	1510 kg/3325 lbs.
4	4,000 Kg/8,800 lbs.	6,500 Kg/14,300 lbs.	1865 kg/4100 lbs.
5	4,300 Kg/9,460 lbs.	7,100 Kg/15,620 lbs.	2215 kg/4875 lbs.
6	4,600 Kg/10,120 lbs.	7,700 Kg/16,940 lbs.	2570 kg/5650 lbs.
7	4,900 Kg/10,780 lbs.	8,300 Kg/18,260 lbs.	2920 kg/6425 lbs.

When CF members are returning from overseas, the weight entitlement will be based on the CF member's current household size or the household size that originally moved overseas, whichever is greater.

Section 12.4 Weight entitlement, continued

12.4.02 Restrictions on weight limitations

When the posting is for a period of less than one year, CF members are expected to occupy furnished accommodation; therefore, the weight entitlement is limited to the weight table for furnished accommodation.

Only when furnished accommodation is not available, as determined by the BComd/BAdmO, will the weight entitlement for unfurnished accommodation be authorized.

Weight limitations Mission/Administration or Posting Instructions which specify weight limitations take precedence over the table above.

12.4.03 Representational position or when authorized

Core benefit

Officers Officers proceeding to and from their place of duty in a foreign country in a CF representational position, or who have been authorized additional weight, are entitled to:

- 1750 lbs (795 kg) of HG&E, including packing & crating; and
- 50 lbs (23 kg) of excess baggage when traveling via CAL.

The list of the Representational positions will be provided by DCBA.

Non-commissioned members Non-commissioned members who have been authorized additional weight are entitled to 750 lbs (339 kg) of HG&E, including packing and crating when proceeding to and from their place of duty in a foreign country.

Note. The list of Representational positions will be provided to the service provider by NDHQ/DCBA.

Section 12.5 Purchase of replacement residence

12.5.01 Entitlements The table below describes the entitlements for purchasing a replacement residence.

When posted...Canada	there is...
outside	no entitlement to reimbursement of costs related to the purchase of a replacement residence.
back to	an entitlement to reimbursement of costs related to the purchase of a replacement residence as per Chapter 8 .

Section 12.6 Rental Accommodation

12.6.01 Posted back to Canada CF members posted back to Canada are entitled to the benefits listed in [Chapter 7](#).

12.6.02 Rent in advance of move This item replaces benefits contained in [art 7.04](#). CF members posted outside Canada, who are required to pay rent in advance of move in order to hold accommodation shall be reimbursed expenses as follows (claim shall be processed by the Gaining Support Unit):

Core benefit

- up to one month’s rent; and
 - up to two additional months. CF member must receive approval from the CO of the Gaining Support Unit prior to signing lease and prior to be entitled to reimbursement of the additional two months.
-

12.6.02 Rent in advance of move, continued **Custom benefit**
Beyond three months with DCBA approval.

Continued on next page

Section 12.6 Rental Accommodation, continued

12.6.03 Rental agency finding fees

This item replaces benefits contained in [art 7.05](#). The rental agency finding fees and rental agency fees are:

Core benefit

- CF members shall be reimbursed expenses not to exceed one month's rent for rental finding services and rental agents fee required by the landlord and provided by a professional firm; and
- Fiscal stamps (required by specific countries to register a lease when CF members are renting).

Custom benefit

Additional expenses.

Personalized

When all custom funds have been expended.

Cancellation Fees

CF members who engage the services of a rental agency and subsequently cancel without giving the rental agency the required notice (seven days or more prior to arrival) will be personally responsible for any cancellation fees.

Section 12.7 HG&E

12.7.01 HG&E inventory listing

CF members must prepare an inventory of HG&E being shipped for placement on the unit personnel file prior to HG&E shipment.

It is the responsibility of the CF member's administrative authority to ensure that CF members are properly briefed on the requirements of having a completed inventory prior to departure on posting.

Continued on next page

Section 12.7 HG&E, continued

12.7.02 Air priority shipments

CF members who will occupy furnished accommodation before their normal HG&E arrives, are entitled to the air priority shipment of effects for the purpose of immediate set-up of residency upon arrival. This weight reduces the overall authorized weight entitlement.

Core benefit

- CF member is entitled to ship up to 220 lbs (100 kgs); and
- up to 100 lbs (46 kgs) for each dependant.

Custom benefit

Weight in excess of core funds.

Personalized benefit

When all custom funds have been expended.

Shipment process

All shipments shall be processed through the applicable Crown Transport Agent to ensure all charges are applied at the current contract rates. The separate air priority shipment shall not be authorized when HG&E is shipped by air, except when CF members proceed unaccompanied in advance of their dependants and HG&E, then only their personal entitlement may be shipped.

12.7.03 Non availability of commercial packing and crating

Core benefit

Where commercial packing and crating are not available or cannot be done under DND contract, CF members are entitled to be reimbursed actual and reasonable expenses incurred for the necessary packing/crating of HG&E.

12.7.04 Transportation to location of HG&E in LTS

Return transportation and traveling expenses shall be reimbursed for one person when access to the LTS location is required. Access to LTS is approved when CF members are cross-posted between places of duty and there is a requirement to access LTS due to:

- a significant climate difference between the two places of duty; or
- accommodation is furnished in one location and unfurnished in the other.

Reimbursement of expenses will be as a:

Core benefit

- Transportation costs by the most economical mode of transportation;
 - ILM&M at the location of the LTS for two days; and
 - Vehicle rental for two days.
-

Continued on next page

Section 12.7 HG&E, continued

12.7.04 **Custom benefit**
Transportation to location of HG&E in LTS, continued Additional days as required by Base Traffic for re-organizing HG&E.

Personalized benefit

- Upgrades to car rental and hotel; and
- Expenses in excess of custom benefit.

12.7.05 Customs clearance transportation expenses – HG&E **Core benefit**
 CF members relocating back to Canada may be reimbursed the cost of return transportation to the CRA International Customs clearance facility when the facility is not located within the geographical boundaries of the new place of duty. Multiple daily trips may be required at the request of Customs’ authority and shall also be reimbursed.

12.7.06 **Core benefit**
Currency CF members shall be reimbursed transportation, traveling and ILM&M expenses in equivalent Canadian funds, based on the CF Official Rate of Exchange (ROE), for all expenditures made when CF members and dependants are outside Canada.

- Core benefit**
- Loss on the rate of exchange; and
 - Administration fees to exchange currency into local funds.

When CF members submit a request for reimbursement on a loss on rate of exchange, they must submit all receipts including any gains on the rate of exchange in order to be reimbursed a loss.

Note: Reimbursement under this article is limited to funds advanced or reimbursed for IRP benefits and not the transfer/exchange of personal funds.

Section 12.8 PMV

12.8.01 PMV modifications

Vehicle modifications shall be reimbursed under these circumstances:

Posted outside Canada

- legally required by the host country;
- the PMV would otherwise fail mandatory inspection required for legal licensing; or
- required to obtain car insurance by the transportation authorities of the host country. Letters from insurance companies are not sufficient and will not be considered for reimbursement.

Posted back to Canada

When modifications must be reversed, as required by Canadian federal and/or provincial law for legal operation of the Canadian specification PMV.

All expenses associated with registering non Canadian specification PMVs are CF members' responsibility.

Expenses will be reimbursed from the same funding component the PMV was shipped under.

12.8.02 Rental vehicle when PMV shipped

Actual and reasonable costs of one rental vehicle (regardless of number of vehicles shipped) shall be reimbursed at both origin and destination when the CF member's PMV is being shipped and while awaiting delivery. The rental vehicle entitlements are detailed at [art 3.3.02](#).

Core benefit

- Actual and reasonable charges, until PMV is delivered; or
- Actual and reasonable local commercial transportation charges in lieu of a car rental up to \$2,000 supported by receipts.

Custom benefit

Additional expenses.

Personalized benefit

- When all custom funds have been expended; and
 - Rental vehicle upgrade. (CF member must provide a quote and will be reimbursed for the standard rental vehicle for the same time period.)
-

Continued on next page

Section 12.8 PMV, continued

12.8.03 Rental vehicle when PMV sold or stored at origin

Actual and reasonable costs of one rental vehicle (regardless of number of vehicles sold or stored) shall be reimbursed at both origin and destination when the CF member’s PMV is sold at origin or put in storage. The rental vehicle entitlements are detailed at [art 3.3.02](#).

Core benefit

- Actual and reasonable charges, up to \$1,000 CAD (taxes included); or
- Actual and reasonable local commercial transportation charges in lieu of a car rental, up to \$1,000 CAD.

Custom benefit

Additional expenses.

Personalized benefit

- When all custom funds have been expended; and
- Rental vehicle upgrade.

Note. When the CF member sold the PMV prior to leaving Canada and did not replace it overseas, this benefit will apply on return to Canada.

12.8.04 Incentive not to ship or store PMV

CF members who own a PMV and are entitled to ship their PMV may transfer 80% of the savings to their Personalized Funding Formula when they do not ship or store a PMV. Entitlement is limited to CF members who owned the PMV prior to receipt of a posting instruction (for Regular Force)/employment message (for Reserve Force).

The maximum savings is 24 months as per table:

Vehicle - Mid size PMV	Fixed Initial Savings at 80%	Additional monthly savings at 80%	MAX Savings at 80% for 12 months	MAX Savings at 80% for 24 months
Total	\$120.00	\$120.00	\$1440.00	\$2880.00

Rates standard. Rates are based on storing a mid size PMV.

Section 12.9 Release

12.9.01 Relocation back to Canada for release purposes

CF members who do not have an IPR entitlement, or who wish to defer this election, are entitled to the full benefits of a relocation as per the CFIRP policy to a location in Canada of their choice without electing their IPR provided there is a release capability at proximity.

A posting allowance is payable [as per art 3.4.03](#).

CF members are entitled to have their LTS moved to their replacement residence.

NDHQ/Director Military Careers Administration (DMCA) is the authority for specified release centers.

Section 12.10 Funding formulae

**12.10.01
Canada to
outside Canada
– excluding
continental
USA**

The following Custom and Personalized Funding Formulae are used for relocations from Canada to outside Canada – excluding continental USA:

Custom Funding	

Greater of \$1,000 or 35% of the real estate commission (max. \$5,250)	
+ 35% of the cost of transport (using current Department of Finance annual rate) for CF members and dependants (one-way) Calculation based on transportation cost from Halifax to Vancouver	_____
+ 35% of the cost of shipping 1,000 lbs. of household goods/qualifying rooms or weight entitlement, whichever is lesser. Calculation based on distance from Halifax to Vancouver	_____
= Total Custom Funding	_____
Personalized Funding	
+ Movement Grant	\$650
+ Posting Allowance (if applicable)/Reserve Relocation Allowance	_____
+ Real Estate Incentive (max. \$12,000)	_____
+ LTS Incentive	_____
+ HHT Savings	_____
= Total Personalized Funding	_____

Continued on next page

Section 12.10 Funding formulae, continued

**12.10.02
Outside
Canada to
Canada or
cross postings –
excluding
continental
USA**

The following Custom and Personalized Funding Formulae are used for relocations from outside Canada to Canada or cross postings – excluding continental USA:

Custom Funding	
\$1,000 in lieu of real estate commission	\$1,000
+ 35% of the cost of transport (using current Department of Finance annual rate) for CF member and dependants (one-way). Calculation based on transportation cost from Halifax to Vancouver	_____
+ 35% of the cost of shipping 1,000 lbs. of household goods/qualifying rooms or weight entitlement, which ever is lesser. Calculation based on distance from Halifax to Vancouver	_____
= Total Custom Funding	_____
Personalized Funding	
+ Movement Grant	\$650
+ Posting Allowance (if applicable)/Reserve Relocation Allowance	_____
+ HHT Savings	_____
= Total Personalized Funding	_____

Continued on next page

Section 12.10 Funding formulae, continued

12.10.03

Relocating back to Canada for release purposes

The following Custom and Personalized Funding Formulae are used for all relocations back to Canada from outside Canada for release purposes.

Custom Funding	
	\$1000
+ \$1,000 in lieu of real estate commission	<u> </u>
+ 35% of the cost of transport (using current Department of Finance annual rate) for CF member and dependants (one-way). Calculation based on transportation cost from Halifax to Vancouver	<u> </u>
+ 35% of the cost of shipping 1,000 lbs. of household goods/qualifying rooms or weight entitlement, which ever is lesser. Calculation based on distance from Halifax to Vancouver	<u> </u>
= Total Custom Funding	<u> </u>
Personalized Funding	
+ Movement Grant	\$650
+ Posting Allowance (if applicable)/Reserve Relocation Allowance	<u> </u>
+ HHT Savings	<u> </u>
= Total Personalized Funding	<u> </u>

Chapter 13. Move of Reservists

13.01 In this chapter This chapter describes the relocation benefits specific to Reserve Force members on Class B and C service.

It is divided into the following sections:

13.02	Entitlements	134
13.03	Eligibility	134
13.04	Time limitation.....	135
13.05	Funding and authority for HHT/DIT/TNL – Class A.....	135
13.06	Sale and purchase of residence – conditions and limitations.....	136
13.07	Reserve relocation allowance	136
13.08	Service couple.....	137
13.09	Return move.....	137
13.10	Early termination of employment	137

13.02 Entitlements Reserve Force members on Class B and C service are entitled to the same benefits as those contained in Parts 1 and 2, except for the following:

- Eligibility;
- Time limitation;
- Funding and Authority for HHT/DIT/TNL;
- Sale and purchase of residence;
- Reserve Relocation Allowance;
- Service Couple;
- Return move; and
- Early termination of employment.
- Separation expense benefit is not an entitlement for members serving on Class “B” reserve service.

(TB amended, effective 1 September 2012)

13.03 Eligibility Entitlement to relocation benefits shall apply when the period of employment is for a minimum duration of one year or more and recommended by the appropriate Command or Hiring Authority and approved by DCBA for relocation of (D) HG&E.

13.04 Time limitation

Class “B” Reserve Force members must relocate as soon as possible, within six months of the commencement date of the period of employment, provided there is at least one year remaining in the period of employment. No separation expense benefit exists for members on class “B “ Reserve service.

Class “C” Reserve Force members must relocate within six months of the commencement date of the period of employment, provided there is at least one year remaining in the period of employment. When imposed restriction (IR) status is recognized and separation expenses authorized, the six month period will commence once the IR has been lifted.

Failure to meet this deadline, for other than service reasons, will result in forfeiture of relocation benefits.

(TB amended, effective 1 September 2012)

13.05 Return to assist

When the move is conducted after the commencement of the period of employment, Res F members are entitled to five days special (relocation) leave to facilitate returning to the initial place of duty to assist with the move and return to new place of duty. They will be reimbursed:

Core benefit

Transportation, traveling and ILM&M expenses for up to five days

Custom benefit

Expenses in excess of five days

(TB amended, effective 1 September 2012)

13.06 Funding and authority for HHT/DIT/TNL – Class A

When a relocation has been approved, Reserve Force members may proceed on HHT/DIT or TNL on Class A service prior to commencement of employment. Therefore, authority must be granted by the gaining employing unit to fund these days paid as duty, before proceeding on HHT/DIT or TNL.

13.07 Sale and purchase of residence – conditions and limitations

This item replaces [art 8.1.03](#).

Sale

Relocation benefits related to the sale of the principal residence must be claimed within one year of the commencement date of the period of employment.

Purchase

This item replaces conditions contained in [art 8.3.02](#). Reserve Force members are entitled to relocation benefits related to the purchase of a replacement residence:

- when accepting a period of employment inside Canada for one year or more;
- when the replacement residence is within the geographical boundaries of the area, unless otherwise authorized as per [art 2.6.02](#);

provided that the purchase is made within six months of the commencement date of the period of employment or when the period of employment is extended, with at least one year remaining in the period of employment, six months from the date of extension.

13.08 Reserve relocation allowance

Reserve Force members authorized to relocate are entitled to the Reserve Relocation Allowance of \$1000.

Reserve service couple Both are entitled to the benefit when they are both relocated.

Reserve, Regular Force service couple This benefit is not payable to a Reserve service spouse when relocated in conjunction with the Regular Force member unless there are other dependants.

Continued on next page

Chapter 13. Move of Reservists, continued

13.09 Service couple

When the Regular Force member is posted and the Reserve Force member obtains a period of employment:

- the Reserve Service Spouse shall be relocated under the Regular Force member's move; and
- they are administered in accordance with [Chapter 10](#).

Reserve Service Spouses who obtain employment after relocating with their Regular Force spouse are considered locally hired.

13.10 Return move

Upon completion or termination of the period of employment by the employer/hiring authority Reserve Force members are entitled to a return move. There is no entitlement to a Reserve Relocation Allowance.

The relocation should be completed within one year of termination of the employment; however, when there are further periods of full time employment within the same geographical location the time limit will be extended by the corresponding number of days served in the new employment.

Reserve Force members may move to:

- their initial place of duty; or
 - a 3rd location costs not to exceed relocation to their initial place of duty.
-

13.11 Early termination of employment

CF members who voluntarily terminate their employment and complete less than one year of their employment shall have all expenses associated with the relocation fully recovered.

CF members who voluntarily terminate their employment have no entitlement to a return move.

Component Transfers (CT)

Reserve Force members who are offered and accept a CT into the Regular Force will not have relocation expenses recovered.

Chapter 14. Move to Intended Place of Residence (IPR) on Release

14.01 In this chapter This chapter describes relocation benefits and expenses applicable to a move from the last place of duty to an Intended Place of Residence (IPR) on release.

It is divided into the following sections:

Section 14.1 General principles	138
Section 14.2 Eligibility criteria	140
Section 14.3 Benefits	141
Section 14.4 Commonalities	144
Section 14.5 CF members electing an Early Move to IPR	146
Section 14.6 Benefits to dependants/estate	148
Section 14.7 Funding formulae.....	150

Section 14.1 General principles

14.1.01 In this section Below are the general principles that pertain to this chapter. It is divided into the following blocks:

14.1.02 Time limitations	139
14.1.03 IPR re-instatement	139
14.1.04 Reimbursement expenses in arrears.....	139
14.1.05 Re-enrol before electing IPR	140
14.1.06 Reserve – periods of service	140

Continued on next page

Section 14.1 General principles, continued

14.1.02 Time limitations

CF members may claim the entitlements in this chapter providing the following steps are fully exercised within two years after release date:

- Elect in writing an IPR; and
- Complete the move to IPR.

DCBA may exercise Ministerial authority to extend the two year time limitation for a period of up to one year when factors beyond CF members control prevent them from electing their IPR and completing their move to IPR.

CF members electing IPR shall do so in writing by completing the form - Declaration of Intended Place of Residence On Release (CFAO 15-2, Annex C, Appendix 2). The relocation of (D)HG&E to IPR must occur within two years from this election.

When CF members exercise their entitlement to an HHT and fail to relocate (D)HG&E within this time limitation, recovery action will be initiated on HHT expenses.

Note. CF members who have changed dependant status since their release from the CF must provide proof of dependant status (ie marriage certificate, birth certificate). If common law status is required, CF members must see release section with appropriate documentation for statutory declaration.

14.1.03 IPR re-instatement

IPR re-instatement will only be authorized when:

- the relocation entitlements were not fully exercised, and
- any reimbursements made to or on behalf of CF members have been fully recovered.

Once recovery action has been completed DCBA will authorize the re-instatement of the IPR election benefit.

14.1.04 Reimbursement expenses in arrears

CF members are entitled to reimbursement of relocation benefits incurred prior to meeting the eligibility criteria once the limitations at [art 14.2.03](#) are met. The policy in effect at the time of eligibility governs the entitlement.

In these circumstances actual and reasonable expenses will be reimbursed supported by receipts.

Continued on next page

Section 14.1 General principles, continued

14.1.05 Re-enrol before electing IPR

CF members who did not exercise IPR benefits, whose entitlement did not expire, and subsequently re-enroll shall have the expiry date of their benefits extended by the corresponding number of days served in their new Terms of Service (TOS).

14.1.06 Reserve – periods of service

CF members who did not exercise IPR benefits, whose entitlement did not expire, and subsequently are active on periods of Class B or C service shall have the expiry date of their benefits extended by the corresponding number of days served.

Section 14.2 Eligibility criteria

14.2.01 In this section

The eligibility criteria that pertain to this section are detailed below. It is divided into the following blocks:

14.2.02	Qualifying criteria.....	140
14.2.03	Criteria table.....	141

14.2.02 Qualifying criteria

When CF members reach Compulsory Retirement Age (CRA) relocation benefits are based on their period of continuous Regular Force service and their release item.

Continued on next page

Section 14.2 Eligibility criteria, continued

14.2.03 The following table depicts the IPR location, based on the period of
Criteria table continuous Regular Force service and the release item.

Period of continuous Regular Force service	Release Item	IPR location
Less than 10 years	<ul style="list-style-type: none"> • 2 – Unsatisfactory service. • 3 – Medical. • 4(a) – On request – When entitled to an immediate annuity • 4(b) – On request – On completion of a fixed period of service; and • 5 – Service completed. 	Place of enrolment or any location provided that the cost does not exceed the move to the place of enrolment. Reimbursement of benefits as per art 14.3.07 .
	<ul style="list-style-type: none"> • 3 – Medical, in receipt of a VAC disability award or a medical pension. 	
10 or more years	Release items as above.	Anywhere in accordance with this chapter. Reimbursement of benefits as per art 14.3.08 .
20 or more years	4(c) – On request – Other causes	

Section 14.3 Benefits

14.3.01 In this section Specific benefits related to this chapter are detailed below. It is divided into the following blocks:

14.3.02	Limitation of benefits.....	142
14.3.03	HHT/DIT.....	142
14.3.04	Occupancy requirement on purchase of replacement residence	142
14.3.05	Home Equity Assistance (HEA) – local move	142
14.3.06	Interest on home relocation loan.....	142
14.3.07	Benefits – less than 10 years of service as per the Criteria table	143
14.3.08	Benefits - 10 years of service or more as per the criteria table.....	144

Continued on next page

Section 14.3 Benefits, continued

14.3.02 Limitation of benefits

The benefits are generally the same as those contained in Parts 1 and 2, except for these entitlements which have limitations or enhancements:

- HHT/DIT
 - Occupancy requirement for purchase of replacement residence
 - Home Equity Assistance (HEA); and
 - Interest on Home Relocation Loan.
-

14.3.03 HHT/DIT

CF members under this chapter are entitled to reimbursement of HHT/DIT expenses in accordance with [Chapter 4](#), provided the:

- election to an IPR is made; and
- IPR location is in excess of 40 km from CF members' current place of residence.

CF members proceeding on an HHT/DIT must sign a statement of understanding, acknowledging that any reimbursement of HHT/DIT expenses will be subject to recovery if the member does not relocate to that location. However, there will be no recovery when CF members can demonstrate that they had a reasonable intent to relocate to the HHT/DIT relocation.

14.3.04 Occupancy requirement on purchase of replacement residence

Requirement outlined at [art 8.3.03](#) do not apply.

14.3.05 Home Equity Assistance (HEA) – local move

CF members who elect and move to their IPR locally are entitled to receive HEA, only if the IPR is in excess of 40 km from the place of residence. Other specifications outlined at [art 8.2.13](#) apply.

14.3.06 Interest on home relocation loan

CF members are not entitled to receive the Interest on Home Relocation Loan in [art 8.3.14](#).

Continued on next page

Section 14.3 Benefits, continued

14.3.07 Benefits – less than 10 years of service as per the Criteria table

CF members with less than 10 years of Regular Force service and a release item as per the criteria table at [art 14.2.03](#) are entitled to benefits outlined in Parts 1 and 2 with the limitations or enhancements listed at [art 14.3.02](#). Benefits listed below are primarily funded from a different component than specified in Parts 1 and 2:

Core benefit

HHT/DIT limited to returning from outside Canada only

Custom benefit

- HHT
- Rent in advance of a move
- Rent/lease liability
- Rental agency finding fee
- Sale of home
- Home Equity Assistance (HEA)
- Marketing incentive
- Bridge financing
- Purchase of home
- Appraisal fees
- (TB rescinded, effective 1 September 2012)
- Administrative fees and/or mortgage disbursement fees as per applicable provincial laws
- Short term loan interest
- Sundry miscellaneous expense (except 9.4.02 and 9.4.06 – personalized benefits)
- Professional cleaning
- (TB rescinded, effective 1 September 2012)
- Attending fees and power of attorney
- Temporary Dual Residence Assistance (TDRA)
- Reverse Temporary Dual Residence Assistance (RTDRA)
- Long Term Storage (LTS)

Personalized benefit

- When all customs fund have been expended.

(TB amended, effective 1 September 2012)

Continued on next page

Section 14.3 Benefits, continued

**14.3.08
Benefits - 10
years of service
or more as per
the criteria
table**

CF members with 10 years of Regular Force service or more and a release item as per the criteria table at [art 14.2.03](#), or with less than 10 years of service with release item 3 – Medical, in receipt of a VAC disability award or a VAC medical pension as per criteria table at [art 14.2.03](#) are entitled to benefits outlined in Parts 1 and 2 with the limitations or enhancements listed at [art 14.3.02](#). Benefits listed below are primarily funded from a different component than specified at Parts 1 and 2:

Custom benefit

- (TB rescinded, effective 1 September 2012)
- Administrative fees and/or mortgage disbursement fees as per applicable provincial laws
- Attending fees and power of attorney;
- Temporary Dual Residence Assistance (TDRA);
- Reverse Temporary Dual Residence Assistance (RTDRA); and
- Long Term Storage (LTS).

Personalized benefit

- When all customs fund have been expended.

(CT amended, effective 1 September 2012)

Section 14.4 Commonalities

14.4.01 In this section The commonalities that pertain to this chapter are described below. It is divided into the following blocks:

14.4.02 IPR election to LTS benefits.....	144
14.4.03 Move outside Canada when released in Canada.....	145
14.4.04 Move outside Canada when serving outside Canada.....	145

**14.4.02 IPR
election to LTS
benefits**

CF members who elect their IPR may request to move their HG&E to a local LTS location. The HG&E shall be moved under the HGRS contract, from CF members’ old residence to the local LTS facility and then to the IPR location.

The entitlement pertaining to LTS shall cease after one full year of storage.

Continued on next page

Section 14.4 Commonalities, continued

14.4.02 IPR election to LTS benefits, continued

CF members are responsible to reimburse the:

- Crown for the transportation cost to the LTS location;
- monthly LTS charges from the first day of LTS until the removal from LTS of the HG&E. Applicable invoices will be sent to CF members on a monthly – quarterly basis; and
- replacement cost protection (RCP) insurance during the LTS.

CF members are entitled to:

- packing and loading of the HG&E at CF members' old residence;
 - transportation cost from the LTS location to the IPR location;
 - unload and the unpack at IPR location;
 - Replacement Cost Protection (RCP) insurance during that time;
 - Movement grant which will only be paid once the HG&E are delivered to the IPR location; and
 - all other associated benefits as detailed in this chapter.
-

14.4.03 Move outside Canada when released in Canada

CF members moving outside Canada who are released in Canada shall have their funding based on a move:

Less than 10 years of Regular Force service as per the criteria table:

- from current place of duty to place of enrolment or any location provided that the cost does not exceed the move to the place of enrolment.

10 years of Regular Force service or more as per the criteria table:

- from current place of duty to the port of embarkation or closest border point to the IPR location.

Note: CF members electing an IPR location outside of Canada are responsible for all immigration and customs requirements and costs for the country to which they are moving, prior to the authorization of the move of (D)HG&E.

14.4.04 Move outside Canada when serving outside Canada

CF members who release outside Canada, and who elect an IPR to a location outside Canada shall forward their request to DCBA for approval and adjudication of benefits.

Section 14.5 CF members electing an Early Move to IPR

14.5.01 In this section Benefits pertaining to CF members electing an early move to IPR are below.

This section is divided into the following blocks:

14.5.02	Process and procedures	146
14.5.03	Additional TOS offers, CRA extensions or CRA 60 election	147
14.5.04	In advance of CRA.....	147
14.5.05	Medically retained	147
14.5.06	Limitations - future relocation benefits.....	147

14.5.02 Process and procedures CF members must meet the conditions and limitations of this chapter at the time of the election of the early IPR, to be eligible for their relocation benefits.

Formal notification

A formal notification of release is required to establish a known release date, this is defined as follows:

- notification provided by the NDHQ approving release authority; or
- an official application for release has been sent by the CF member to the appropriate Career Manager and the Career Manager formally acknowledges the CF member’s IPR application.

Time frame - Early IPR

CF members may apply for authority to receive the IPR relocation benefits up to two years in advance of a known release date.

Request to move (D) HG&E

A CF member requesting authority to move (D)HG&E shall do so in writing by completing the form - Request to Move Dependents, Household Goods and Effect to Intended Place of Residence Prior to Commencement of Retirement Leave (CFAO 209-30 Annex A). The Commanding Officer’s approval is required for early IPR relocations requests.

Continued on next page

Section 14.5 CF members electing an Early Move to IPR, continued

14.5.03 Additional TOS offers, CRA extensions or CRA 60 election

CF members remain entitled to reimbursement of all associated relocation benefits to a new place of duty under the main policy, when they have completed an early IPR and are subsequently offered:

- further TOS that results in a posting to another location; or
- an extension beyond CRA 55 or 60, or if the CF member has elected CRA 60, and this action results in a posting to another location.

Once CF members have completed their further TOS, reached CRA or completed the extension to CRA they are entitled to:

- a final relocation back to their previously elected IPR; or
- a move to any location provided that the cost does not exceed the move back to the previously elected IPR, on final termination of service, which will include all associated relocation benefits in this chapter.

There shall be no entitlement to the early relocation of (D)HG&E to the previously elected IPR.

14.5.04 In advance of CRA

CF members being released at Compulsory Release Age (CRA) may apply for authority from their CO to elect an early move to IPR up to five years prior to reaching CRA under the conditions and limitations contained in this chapter.

14.5.05 Medically retained

CF members, who as a result of an Administrative Review - Medical Employment Limitation decision are serving on a period of retention, may apply for authority from the Commanding Officer to elect an early move to IPR in advance of a known release date. This authority shall be granted under the conditions and limitations contained in this chapter.

14.5.06 Limitations - future relocation benefits

When an early IPR relocation is exercised, CF members are no longer eligible to further IPR relocation benefits or reimbursements during their current terms of service, even if future postings occur.

CF members who are posted after exercising their early IPR and do not move their (D)HG&E to their new place of duty are not entitled to:

- IR benefits;
 - SA benefits;
 - PLD; and
 - LTA.
-

Section 14.6 Benefits to dependants/estate

14.6.01 In this section Benefits pertaining to dependants and estates of CF members are below. This section is divided into the following blocks:

14.6.02 General.....	148
14.6.03 Dependants of serving CF members deceased, prisoner of war, or interned or detained by a foreign power.....	149
14.6.04 Dependants of CF members who are mentally incapacitated.....	149
14.6.05 Dependants of deceased former CF members with an IPR entitlement	149
14.6.06 Estate of CF members without dependants deceased, prisoner of war, or interned or detained by a foreign power or mentally incapacitated.....	150

14.6.02 General This section provides directions concerning the entitlements for the following personnel:

- Dependants of Regular Force members, Reserve Force members on class C service or Reserve Force members on Class B service moved at public expense who are deceased, missing, prisoners of war, or interned or detained by a foreign power;
- Dependants of Regular Force members, Reserve Force members on class C service or Reserve Force members on Class B service moved at public expense who are mentally incapacitated;
- Dependants of former CF members deceased with entitlements to an IPR; and
- Estate of Regular Force members, Reserve Force members on class C service or Reserve Force members on Class B service moved at public expense, without dependants who are deceased, prisoners of war, interned or detained by a foreign power or mentally incapacitated.

Administration of IPR The relocation file is initiated by CF members' releasing unit, however the Service provider administers the file.

Continued on next page

Section 14.6 Benefits to dependants/estate, continued

14.6.03 Dependants of serving CF members deceased, prisoner of war, or interned or detained by a foreign power

When a serving CF member is deceased, a prisoner of war, or interned or detained by a foreign power, the benefits of this chapter are provided to the CF member's dependants as though they were a CF member with 10 or more years of Regular Force service for:

- Regular Force members;
- Reserve Force members on Class C service; or
- Reserve Force members on Class B service moved at public expense.

The payment of any additional costs associated with breaking of contracts associated with operational deployment is authorized under this chapter.

When CF members are officially reported missing, prisoners of war, or interned or detained by a foreign power while serving, a period of three months must elapse, before CF members' dependants are entitled to these benefits.

14.6.04 Dependants of CF members who are mentally incapacitated

When a CF member is declared by a competent medical authority to be mentally incapacitated, the benefits of this chapter are provided to the CF member's dependants as though they were a CF member with ten or more years of Regular Force service for:

- Regular Force members;
 - Reserve Force members on Class C service; or
 - Reserve Force members on Class B service moved at public expense.
-

14.6.05 Dependants of deceased former CF members with an IPR entitlement

Dependants of deceased former CF members who qualified for IPR benefits are eligible to exercise those benefits, provided they have not been previously exercised.

Continued on next page

Section 14.6 Benefits to dependants/estate, continued

14.6.06 Estate of CF members without dependants deceased, prisoner of war, or interned or detained by a foreign power or mentally incapacitated When Regular Force members, Reserve Force members on class C service or Reserve Force members on Class B service moved at public expense, without dependants die or are declared by a competent medical authority to be mentally incapacitated, the Executor or the personal representative of the estate is entitled to relocation benefits for the disposal of the primary residence and the move of HG&E. The Executor or the personal representative of the estate may elect one person to travel to and from the location of the HG&E.

Reimbursement is authorized for:

- additional costs associated with breaking of contracts associated with operational deployment;
- disposal of residence;
- ILM&M for pack, load and clean;
- shipment of HG&E to one location; and
- all other associated benefits to the above.

There are no entitlements for the purchase of a residence or ILM&M on TNL.

When they are officially reported missing, prisoner of war, or interned or detained by a foreign power while serving, a period of three months must elapse, before CF members’ Executor or the personal representative of the estate is entitled to these benefits.

Section 14.7 Funding formulae

14.7.01 In this section The funding formulae for IPR are detailed below. This section is divided into the following blocks:

14.7.02 Move within Canada - less than 10 YOS.....151
 14.7.03 Move within Canada - 10 or more YOS152
 14.7.04 Direct move to IPR from outside Canada – less than 10 YOS153
 14.7.05 Direct move to IPR from outside Canada - 10 or more YOS154

Continued on next page

Section 14.7 Funding formulae, continued

14.7.02 Move within Canada - less than 10 YOS

The following Custom and Personalized Funding Formulae are used for all IPR relocations within Canada for CF members with less than 10 years of continuous Regular Force service except for those released under item 3 – Medical, in receipt of a VAC disability award or VAC medical pension as per the criteria table at [art 14.2.03](#):

Custom Funding	
35% of the cost of transport (using current Department of Finance annual rate) for CF member and dependants (one-way)	
+ 35% of the cost of shipping 1,000 lbs. of household goods / qualifying room	
= Total Custom Funding	
Personalized Funding	
Movement Grant	\$650
= Total Personalized Funding	

Continued on next page

Section 14.7 Funding Formulae, continued

14.7.03 Move within Canada - 10 or more YOS

The following Custom and Personalized Funding Formulae are used for all IPR relocations for CF members with 10 or more years of continuous Regular Force service and less than 10 years of service when released under item 3 – Medical, in receipt of a VAC disability award or VAC medical pension as per the criteria table at [art 14.2.03](#):

Custom Funding	

Greater of \$1,000 or 35% of the real estate commission (max. \$5,250)	
+ 35% of the cost of transport (using current Department of Finance annual rate) for CF member and dependants (one-way). Calculation based on transportation cost from Halifax to Vancouver	_____
+ 35% of the cost of shipping 1,000 lbs. of household goods / qualifying room. Calculation based on distance from Halifax to Vancouver	_____
= Total Custom Funding	_____
Personalized Funding	
+ Movement Grant	\$650
+ Real Estate Incentive (max. \$12,000)	_____
+ HHT Savings	_____
= Total Personalized Funding	_____

Continued on next page

Section 14.7 Funding Formulae, continued

14.7.04 Direct move to IPR from outside Canada – less than 10 YOS

The following Custom and Personalized Funding Formulae shall be used for a direct move to IPR from outside Canada for CF members with less than 10 years of continuous Regular Force service as per the criteria table at [art 14.2.03](#):

Custom Funding	
+ 35% of the cost of transport (using current Department of Finance annual rate) for CF member and dependants (one-way). Calculation based on transportation cost from Halifax to Vancouver	
+ 35% of the cost of shipping 1000 lbs. of household goods per qualifying rooms or as per weight table entitlement, whichever is lesser. Calculation based on distance from Halifax to Vancouver	
= Total Custom Funding	
Personalized Funding	
+ Movement Grant	\$650
+ HHT Savings	
= Total Personalized Funding	

Continued on next page

Section 14.7 Funding Formulae, continued

14.7.05 Direct move to IPR from outside Canada - 10 or more YOS

The following Custom and Personalized Funding Formulae are used for all IPR relocations for CF members with 10 or more years continuous Regular Force service as per the criteria table at [art 14.2.03](#):

Custom Funding	
Greater of \$1,000 or 35% of the real estate commission (max. \$5,250)	
+ 35% of the cost of transport (using current Department of Finance annual rate) for CF member and dependants (one-way). Calculation based on transportation cost from Halifax to Vancouver	
+ 35% of the cost of shipping 1,000 lbs. of household goods / qualifying room. Calculation based on distance from Halifax to Vancouver	
= Total Custom Funding	
Personalized Funding	
+ Movement Grant	\$650
+ Real Estate Incentive (max. \$12,000)	
+ HHT Savings	
= Total Personalized Funding	