

A-PP-005-IRP-AG-001



Canadian Forces  
Integrated Relocation Program Directive



APS 2009 – 2015

(TB amended 16 September 2014)

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# Chapter 1 Principles

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**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

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### 1.1.01 Policy effective date

The Canadian Forces Integrated Relocation Program (CFIRP) 2009 is effective 1 April, 2009. It represents the Treasury Board's approved policy for CF members on relocation of their Dependants, Household Goods and Effects ((D) HG&E). It also represents the Governor in Council's approved policy for some specific, non-CF members' relocations.

**(TB amended 16 September 2014)**

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### 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.
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**1.1.03  
Eligibility  
application**

The following are entitled to relocation benefits under the CFIRP:

- Regular Force members who are posted --- and Reserve Force members who accept a period of Class “B” or “C” service employment [as per Chapter 13](#) --- who are also authorized to move their (D) HG&E from one place of duty to another only when the new residence is at least 40 kilometres closer to the new place of duty than the current residence.

The formula for calculating the distance is as follows:

1. Distance in kilometres between current 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 payable.

- Reserve Force members who are authorized a Return Move, from the place of duty to which they were last moved at public expense for a period of Reserve service, to another place authorized in accordance with Chapter 13, provided the new residence is 40 km or more from the current residence;
- Regular or Reserve Force members who are posted in situations that require that they be moved within the same place of duty under Chapter 11;
- CF members who are eligible to a relocation to their Intended Place of Residence (IPR) on release or transfer from the Regular Force;
- An eligible person as defined in QR&O 209.20; and
- A member who is officially reported as missing, a prisoner of war or interned or detained by a foreign power or declared to be mentally incapacitated. Note that the member’s lawfully appointed agent may act for them.

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## Section 1.1 Policy, continued

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### 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 occupation or trade training or its equivalent for the occupation or trade for which they enroll, re-enroll or transfer are not entitled to relocation benefits under the CFIRP, unless they:

- have graduated from a Canadian military college during their current period of Regular Force service;
- have graduated from a civilian university for which their education was paid by the Canadian Forces during their current period of Regular Force service;
- are a dental, medical or legal officer who has successfully completed basic officer training; or
- are a Chaplain recruit who, by virtue of their ecclesiastical mandate received by their respective religious authority, is authorized to exercise pastoral care.

**(TB amended 16 September 2014)**

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### 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. It provides options to CF members within a policy framework to allow them to choose specific relocation benefits.

CF members will be administered under this CFIRP Directive when:

- their COS date (for Regular Force) or the commencement date of the period of employment (for Reserve Force) is 1 Apr 09 or later; or
- Their COS 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.
- in respect of a member who is releasing or transferring --- or has released or transferred --- from the Regular Force, refer to Chapter 14 to determine applicability of this CFIRP directive or an earlier CFIRP directive as they pertain to entitlements for a move to their IPR.

**(TB amended 16 September 2014)**

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

**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.

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## Section 1.2 Components, continued

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**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.

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**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 3<sup>rd</sup> party service provider.

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Continued on next page



## Section 1.2.1 Custom Funding Formula

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**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:

<b>Custom Funding Formula</b>		
		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

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### 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.

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## Section 1.2.2 Personalized Funding Formula

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### 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

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Continued on the next page

## Section 1.2.2 Personalized Funding Formula, continued

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### 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.

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### 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.

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Continued on next page

## Section 1.2.2 Personalized Funding Formula, continued

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### 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.

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### 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](#).

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### 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.

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## Section 1.3 Recourse

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### 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.

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Continued on next page

## Section 1.3 Recourse, continued

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### 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 that do not appear to be covered by the relocation policy; 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.

**(TB amended 16 September 2014)**

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## Section 1.4 Definitions

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### Accommodation directory

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

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### 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*

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Continued on next page

## Section 1.4 Definitions, continued

<b>Arm's length transaction</b>	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"> <li>• direct-line descendants, as well as spouse or common law partners, brothers, sisters, and in-laws; and</li> <li>• non-immediate family members such as cousins, aunts, uncles, nephews and nieces. <i>Transaction sans lien de dépendance</i></li> </ul>
<b>ATM charges</b>	Charges by a financial institution for transactions conducted via automatic teller machines. <i>Frais de guichet automatique bancaire</i>
<b>Basic Training List (BTL)</b>	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>
<b>Business case</b>	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>
<b>CF Member</b>	When the context requires, "CF member" includes an eligible person. <i>militaires des FC (TB amended 16 September 2014)</i>
<b>Clear title</b>	Unconditional title to a property as determined by the CF member's lawyer. <i>Droit de propriété absolu</i>
<b>Commercial lodgings</b>	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>
<b>Commercial transportation</b>	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>
<b>Component</b>	The Component provides CF members with benefits and funding for relocation. <i>Composante</i>

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## Section 1.4 Definitions, continued

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<b>Controlled location</b>	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>
<b>Cooking facilities</b>	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>
<b>DCBA</b>	The <a href="#">Directorate of Compensation and Benefit Administration</a> . <i>Direction de la rémunération et des avantages sociaux (Administration)</i> .
<b>Department</b>	The <a href="#">Department of National Defence</a> . <i>Ministère de la Défense nationale</i>
<b>Dependant</b>	<p>(1) This definition applies to all chapters in the CFIRP. For the purpose of an IPR move (chapter 14), the context here requires that “CF member” includes an eligible person who is not an estate.</p> <p>(2) “Dependant” means, in relation to an individual who is a CF member, a person who is related to the individual within the meaning of paragraph (3) and who</p> <ul style="list-style-type: none"> <li>(a) physically resides in the individual’s residence for more than 240 days during the 365 days immediately before the day on which the individual commences their move; or</li> <li>(b) does not meet the residency requirement in subparagraph (a) because <ul style="list-style-type: none"> <li>(i) they attend full-time a university, college, professional or vocational institution, or similar body,</li> <li>(ii) they married or became the common-law partner of the individual during the 240 days immediately before the day on which the individual commences their move and physically reside in the individual’s residence after that day,</li> <li>(iii) they became a child of the individual during the 240 days immediately before the day on which the individual commences their move and physically reside in the individual’s residence</li> </ul> </li> </ul>

after that day, or

- (iv) in the case of the spouse or the common-law partner of the individual, they are or were a member of the Regular Force or the Reserve Force and reside elsewhere for service reasons.

(3) For the purpose of paragraph (2) a person is related to an individual who is a CF member if

- (a) the person is the individual's common-law partner or spouse;
- (b) the person is a child of the individual, their spouse or their common-law partner;
- (c) in the case of a person who is a minor or who is an adult who has been declared incompetent under provincial or territorial law, the individual, their spouse or their common-law partner is the person authorized by law to act on behalf of that person; or
- (d) the person is a person in respect of whom the individual may claim a tax credit under the *Income Tax Act* or would be able to claim such a credit except for the fact that the person's income exceeds the applicable income limit specified under that Act for that tax credit.

(4) For the purpose of paragraph (2), if an individual who is a CF member has a child who is a minor and is the subject of a custody order or an enforceable custody agreement between the individual and another person, the child is deemed to physically reside in the individual's residence for the greater of

- (a) the number of days in a year that the order or agreement specifies the individual's residence to be the child's primary residence; and
- (b) number of days in a year that the order or agreement specifies that individual has access to but not custody of the child.

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## Section 1.4 Definitions, continued

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### Dependant, continued

**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)*

**(TB amended 16 September 2014)**

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### 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*

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### 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*

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## Section 1.4 Definitions, continued

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<b>Eligible person</b>	Has the same meaning as in QR&O 209.20 ( <i>Definitions</i> ) <b><i>Personne admissible</i></b> (TB amended 16 September 2014)
<b>Equity</b>	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). <b><i>Valeur nette totale</i></b>
<b>Exceptional circumstances</b>	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. <b><i>Circonstances exceptionnelles</i></b>
<b>Expenses</b>	The amount of money spent in order to purchase an item or service. <b><i>Dépenses</i></b>
<b>Fees</b>	The payment for professional services rendered. <b><i>Honoraires</i></b>
<b>Funding formula</b>	The various factors and elements that add together to determine the amount of custom and personalized funding available to the CF member. <b><i>Formule de financement</i></b>
<b>Geographical boundaries</b>	<a href="#">Geographical boundaries</a> of a base established by a Base Commander. <b><i>Limites géographiques</i></b>
<b>Government quarters</b>	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. <b><i>Logement de l'État</i></b>
<b>Home staging</b>	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. <b><i>Mise en valeur de propriété</i></b>

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## Section 1.4 Definitions, continued

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<b>Household Goods and Effects (HG&amp;E)</b>	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>
<b>Imposed Restriction (IR)</b>	An approved delay in moving Dependants, Household Goods and Effects ((D)HG&E) for a specific period of time. <i>Restriction imposée</i>
<b>Incidentals</b>	When on an HHT or DIT means the <a href="#">Treasury Board Incidental Travel Rate</a> 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>
<b>Intended Place of Residence (IPR)</b>	The place at which a CF member — or eligible person who is not an estate — intends to reside following a release or transfer from the Regular Force. <i>Domicile projeté (DP) (TB amended 16 September 2014)</i>
<b>Isolated posts</b>	As identified in the Treasury Board <a href="#">Isolated Post Directive</a> . <i>Postes isolés</i>
<b>Kilometric rate – travel</b>	Means the travel rates as published by the <a href="#">Treasury Board kilometric rate</a> . 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>
<b>Loyalty contract</b>	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>
<b>Market value</b>	The value of a residence at the time of its sale. <i>Valeur marchande</i>

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## Section 1.4 Definitions, continued

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<b>Meal rate</b>	Means the <a href="#">Treasury Board prescribed meal rate</a> per person, per full calendar day that includes the breakfast, lunch and dinner meals. <i>Taux de repas</i>
<b>Medically retained</b>	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>
<b>Mileage – distance calculation</b>	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>
<b>Miscellaneous allowance</b>	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>
<b>Movement grant</b>	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>
<b>Non-commercial lodgings</b>	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>
<b>Pets</b>	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>

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## Section 1.4 Definitions, continued

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<b>Place of duty</b>	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>
<hr/>	
<b>Posting allowance</b>	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>
<hr/>	
<b>Primary mode of travel</b>	Means the mode of travel by which the CF member and the majority of the family members travel. <i>Moyen de transport principal</i>
<hr/>	
<b>Principal residence</b>	<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"> <li>• 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;</li> <li>• 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</li> <li>• 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></li> </ul>
<hr/>	
<b>Principal residence – actively marketed</b>	<p>A principal residence will be considered actively marketed for sale when:</p> <ul style="list-style-type: none"> <li>• 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);</li> <li>• The principal residence listing price is consistent with the appraisal paid by the CFIRP and the conditions of the market;</li> <li>• The CF members are acting in good faith to dispose of the residence; and</li> <li>• No reasonable offers have been refused. <i>Résidence principale – Démarches de mise en vente active</i></li> </ul>

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## Section 1.4 Definitions, continued

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**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)*

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**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*

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**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*

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**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

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<b>Receipts/ personal declaration, continued</b>	<p><b>Personal declarations</b> 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>
<b>Replacement residence</b>	<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"> <li>• Is situated at the location to which the move of HG&amp;E is authorized;</li> <li>• Is purchased by the CF member, CF member's dependants or both at the location to which the move of HG&amp;E is authorized; and</li> <li>• 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&amp;E is authorized.</li> </ul> <p><i>Résidence de remplacement</i></p>
<b>Restricted move</b>	<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. <i>Déménagement restreint</i></p>
<b>Sale price</b>	<p>The final selling price of a principal residence. <i>Prix de vente</i></p>
<b>Secured accommodation</b>	<p>A binding contract for accommodations (signed purchase/lease agreement) where all conditions have been met. <i>Logement garanti</i></p>
<b>Spouse</b>	<p>The common law partner of the CF member or a person married to the CF member but does not include a spouse who is living separate and apart from the CF member within the meaning of the <i>Divorce Act</i>. <i>Conjoint / conjointe</i> <b>(TB amended 16 September 2014)</b></p>
<b>Standard rate accommodation</b>	<p>The <a href="#">Government of Canada Hotel Directory Standard Rate</a> for that particular area. <i>Taux standard – Logement</i></p>
<b>Storage at Own Expense (SOE)</b>	<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>

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**Section 1.4 Definitions, continued**

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<b>Storage in Transit (SIT)</b>	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. <i>Entreposage en cours de déménagement</i>
<b>Storage, Long-Term Storage (LTS)</b>	The storage or long-term storage of Household Good and Effects, not including storage in transit (SIT). <i>Entreposage, entreposage à long terme</i>
<b>3<sup>rd</sup> Party suppliers</b>	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. <i>Tiers fournisseurs</i>

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## Chapter 2 Administration

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

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### Section 2.1 Authorities

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**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.

**Grievance Authorities and Director of Compensation and Benefits Administration (DCBA):**

- If a CF member has not received a benefit because the relevant circumstances, although not dissimilar to, were different from the circumstances established, then the appropriate grievance authority for relocation benefits or DCBA may, if he or she considers it would be equitable and consistent with the purpose of the CFIRP, approve the payment of all or part of that benefit.

**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.

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Continued on next page

## Section 2.1 Authorities, continued

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### 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.

**(TB amended 16 September 2014)**

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## Section 2.2 Responsibilities

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### 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

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### 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)

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### 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.

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Continued on next page

## Section 2.5 Special Commuting Assistance (SCA), continued

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### 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.

(TB amended, effective 1 September 2012)

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**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.

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## Section 2.6 Authority to reside outside geographical boundaries

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### 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.

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## Section 2.7 Selection of 3<sup>rd</sup> party supplier

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### 2.7.01 Selection of 3<sup>rd</sup> party supplier

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

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

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## Section 2.8 Taxable benefits

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### 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](http://www.cra-arc.gc.ca)
  - Revenu Quebec at: [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca)
- 

## Section 2.9 Claims process

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### 2.9.01 Time limitations for payable expenses

For serving members relocating for service reasons, generally, and subject to any specific time limits identified in this directive, there is a two-year time limit from the date that HG&E is authorized to be moved (i.e. move is not or ceases to be prohibited or restricted) for Regular Force personnel, and from the commencement date of the period of employment for Reserve Force personnel, to incur relocation benefits.

For moves to an IPR, there are special time limitations. Read Chapter 14 carefully.

Extensions may be granted in exceptional circumstances. Requests for extensions should be forwarded to DCBA.

**(TB amended 16 September 2014)**

---

### 2.9.02 Advances

CF members --- but not eligible persons --- may 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.

## **Section 2.9 Claims process, continued**

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**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.

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## Chapter 3. Relocation Entitlements

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**3.01  
Introduction**

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

Note: The benefits contained in this Chapter may be amended (limited or enhanced) by specific provisions contained in other chapters in this directive. **(TB amended 16 September 2014)**

This chapter is divided into the following sections:

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### Section 3.1 Meal Entitlements

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**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 [NJC 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)

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## Section 3.2 Lodgings

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### 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.

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Continued on next page

## Section 3.2 Lodgings, continued

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- 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

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Continued on next page

## Section 3.3 Transportation, continued

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### 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

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- 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 the Regular Force 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.

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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 moves within the same place of duty;
- 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)*

**(TB amended 16 September 2014)**

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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.

Note: The benefits contained in this Chapter may be amended (limited or enhanced) by specific provisions contained in other chapters in this directive.  
**(TB amended 16 September 2014)**

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

---

### 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
- 

Continued on next page

## 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.

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Continued on next page

**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).

---

**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)

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**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.

---

Continued on next page

**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"> <li>• Up to 4 additional days for CF member, spouse, and other dependants.</li> <li>• Expenses in excess of Core/Custom funds</li> </ul>
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)

Continued on next page

## 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"> <li>• Up to 4 additional nights for CF member, spouse and other dependants.</li> <li>• Upgrade.</li> </ul>
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)

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Continued on next page

## Section 4.5 Travel and transportation

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### 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

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### 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)

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### 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.

Note: The benefits contained in this Chapter may be amended (limited or enhanced) by specific provisions contained in other chapters in this directive.  
**(TB amended 16 September 2014)**

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:

5.02 Additional entitlements .....	60
5.03 Non-consecutive days .....	60
5.04 Entitlements for pack, load, clean, unload, and unpack.....	60
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5.07 Meal entitlements.....	61
5.08 Commercial lodgings .....	62
5.09 Non-Commercial lodgings.....	62
5.10 Miscellaneous allowance .....	62
5.11 Dependant care.....	63
5.12 Pet care.....	63

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Continued on next page

## 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.

Continued on next page

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

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### 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.

---

### 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.

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Continued on next page

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

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### 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)

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### 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.

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Continued on next page

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

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**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)

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## Chapter 6. Travel to New Location (TNL)

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**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.

Note: The benefits contained in this Chapter may be amended (limited or enhanced) by specific provisions contained in other chapters in this directive. **(TB amended 16 September 2014)**

This chapter is divided into the following blocks:

6.01 Purpose.....	64
6.02 Additional entitlements .....	64
6.03 First day of TNL .....	64
6.04 Meal entitlements.....	64
6.05 Lodgings .....	65
6.06 Multiple modes of transportation.....	65
6.07 Transportation to the commercial carrier.....	65
6.08 Travel by commercial carrier.....	66
6.09 Travel by PMV .....	66

---

**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](#)

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**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.

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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)

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**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.

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Continued on next page

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

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### 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/BAAdmO (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)

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### 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

- 1<sup>st</sup> PMV or motorcycle; and
- One trailer.

#### Custom benefit

- 2<sup>nd</sup> 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.

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## 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 residence.

Note: The benefits contained in this Chapter may be amended (limited or enhanced) by specific provisions contained in other chapters in this directive. **(TB amended 16 September 2014)**

This chapter is divided into the following blocks.

7.02 Additional entitlements .....	67
7.03 Rent or lease liability .....	67
7.04 Rent in advance of move.....	68
7.05 Rental agency finding fees.....	69
7.06 Credit verification .....	69

---

**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.

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Continued on next page

**Chapter 7. Rental Accommodation,** continued

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**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.

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**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.

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## 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](#).

Note: The benefits contained in this Chapter may be amended (limited or enhanced) by specific provisions contained in other chapters in this directive. **(TB amended 16 September 2014)**

This chapter is divided into the following sections.

Section 8.1 Administrative commonalities .....	70
Section 8.2 Sale of principal residence .....	73
Section 8.3 Purchase of replacement residence .....	82

### 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 .....	70
8.1.03 Time limitations .....	71
8.1.04 Mortgage portability .....	71
8.1.05 Lots and lot size .....	71
8.1.06 Income property .....	71
8.1.07 Co-ownership .....	72
8.1.08 Attending Fees and Power of Attorney .....	72

#### 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](#)

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## Section 8.1 Administrative commonalities, continued

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### 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)**

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### 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](#).

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## Section 8.1 Administrative commonalities, continued

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### 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/BAdmO must certify that CF members could not attend the closing of the purchase or sale transaction.

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## Section 8.2 Sale of principal residence

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**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.....	73
8.2.03	Real estate commission.....	73
8.2.04	Legal fees and disbursements .....	73
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**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.

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## Section 8.2 Sale of principal residence, continued

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### 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) except when moving 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) when moving to an IPR; 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)

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**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)

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Continued on next page

## Section 8.2 Sale of principal residence, continued

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

(TB amended, effective 1 September 2012)

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**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.

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Continued on next page

**Section 8.2 Sale of principal residence, continued**

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**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:

<b>Capital Improvement Benefit Formula</b>	
	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.

---

## 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.

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Continued on next page



## Section 8.2 Sale of principal residence, continued

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### 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.

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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 .....	82
8.3.03 Occupancy requirements.....	82
8.3.04 Purchase after move.....	83
8.3.05 New home construction .....	83
8.3.06 Reverse TDRA (RTDRA).....	83
8.3.07 Legal fees and disbursements .....	84
8.3.08 Building/ structural inspection.....	84
8.3.09 Mortgage interest differential .....	85
8.3.10 Mortgage Loan Insurance (MLI) .....	85
8.3.11 Interest on a short term loan.....	86
8.3.12 Bridge financing.....	87
8.3.13 Second mortgage.....	87
8.3.14 Interest on home relocation loan.....	88
8.3.15 Mortgage interest buy-down .....	88
8.3.16 Home renovations for the disabled .....	88

---

**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.

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Continued on next page

**Section 8.3. Purchase of replacement residence, continued**

---

**8.3.04 Purchase after move**

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.

---

**8.3.05 New home construction**

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.

**Personalized benefit**  
New home warranties.

---

**8.3.06 Reverse TDRA (RTDRA)**

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:

**Core benefit**

Expenses for a period up to one month:

- 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"> <li>• the outstanding mortgage at the former place of duty; or</li> <li>• the new mortgage principal</li> </ul>
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.

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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.

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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)

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### 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)

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**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.

Note: The benefits contained in this Chapter may be amended (limited or enhanced) by specific provisions contained in other chapters in this directive. **(TB amended 16 September 2014)**

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 .....	89
Section 9.2 Preparation .....	93
Section 9.3 Shipment of vehicle .....	95
Section 9.4 Sundry relocation expenses.....	97

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### Section 9.1 Storage

---

**9.1.01 Introduction**      This section is divided into the following blocks.

9.1.02 Eligibility .....	89
9.1.03 Weight entitlement.....	90
9.1.04 Storage in Transit (SIT) .....	90
9.1.05 SIT - Moves without secured accommodation .....	91
9.1.06 Long Term Storage (LTS) .....	91
9.1.07 LTS Incentive.....	92

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**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](#).

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Continued on next page

## Section 9.1 Storage, continued

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### 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.

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Continued on next page

## Section 9.1 Storage, continued

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### 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**

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**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 31<sup>st</sup> 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).

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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
<b>Appliances</b>	<b>Fixed Initial Savings at 80%</b>	<b>Additional monthly savings at 80%</b>	<b>MAX Savings at 80% for 12 months</b>	<b>MAX Savings at 80% for 24 months</b>
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
<b>Total</b>	<b>\$418.88</b>	<b>\$39.37</b>	<b>\$891.32</b>	<b>\$1363.76</b>

**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.....	94
9.2.05 Pet shipment.....	95
9.2.06 Non eligible items/additional shipping expenses.....	95

### 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

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### 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

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### 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

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### 9.3.01 In this section

This section is divided into the following blocks.

9.3.02 Shipment of vehicle by commercial carrier .....96  
 9.3.03 Rental vehicle.....96  
 9.3.04 RV / boat / motorcycle/ ATV / trailer / snowmobile .....96

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Continued on next page



## Section 9.3 Shipment of vehicle, continued

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### 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

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

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9.4.09 Spousal employment services .....	102
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---

**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)

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Continued on next page

## Section 9.4 Sundry relocation expenses, continued

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### 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 (pro-rated 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.

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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)

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**9.4.07 Passport Core benefit**

**VISA – identity documents outside Canada**

- 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.

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Continued on next page

## Section 9.4 Sundry relocation expenses, continued

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### 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).

Note: The benefits contained in this Chapter may be amended (limited or enhanced) by specific provisions contained in other chapters in this directive.  
**(TB amended 16 September 2014)**

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**10.02 Terms “CF member” and “service spouse”** For the purpose of this Chapter, the relocation benefit relationship between two spouses or between two common law partners --- both of whom are CF members and both of whom are posted from same place of duty to the same new place of duty --- is as follows: the CF member who is authorized to move (D) HG&E is deemed to be the “CF member”, and their spouse or common law partner is deemed to be the “service spouse”.

**(TB amended 16 September 2014)**

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**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.

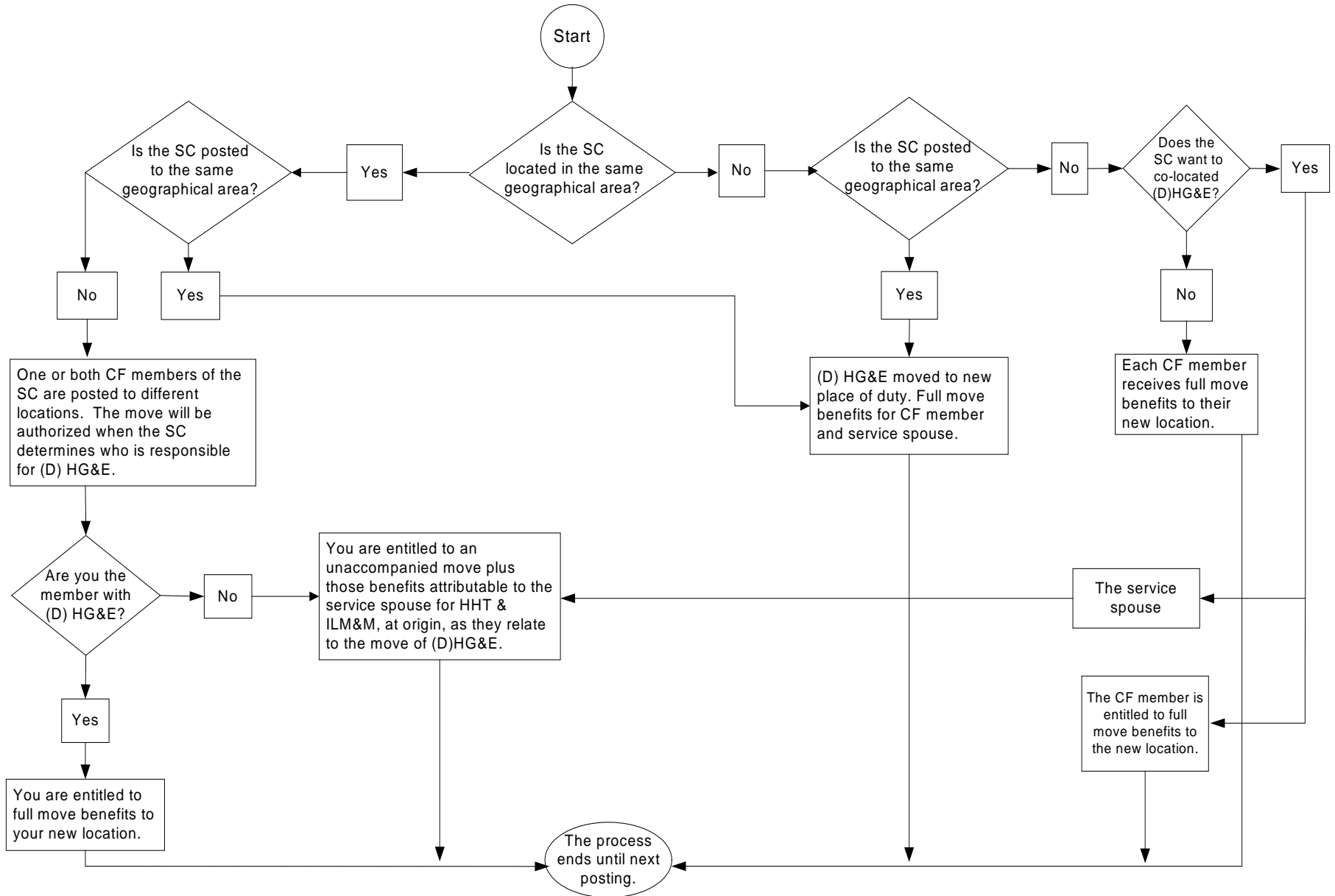
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**10.04 Process chart** The Service Couple - Determination of Move Entitlements process chart follows. A CF member moving (D)HG&E who is prevented from conducting the relocation personally due to service/operational reasons, and whose spouse is not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

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## Service Couple - Determination of Move Entitlements



## Chapter 11. Other moves within Canada

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### 11.01 In this chapter

This chapter describes the benefits related to other moves (not including moves to an IPR) within Canada.  
**(TB amended 16 September 2014)**

It is divided into the following sections:

Section 11.1 Move of (D)HG&E from place of enrolment .....	105
Section 11.2 Unaccompanied moves .....	109
Section 11.3 Moves Within the Same Place of Duty .....	116
Section 11.4 Moves to and from Isolated Posts .....	117

---

### 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 authorized-to-move-(D)HG&E move from place of enrolment:

- after graduation from a military college;
- after graduation from a civilian university for which the member’s education was paid by the Canadian Forces;
- for a CF member who is a dental, medical or legal officer, after successfully completing basic officer training; or
- after successful completion of officer/trade/occupation training/qualification.

**(TB amended 16 September 2014)**

It is divided into the following blocks:

11.1.02 Move of (D)HG&E .....	106
11.1.03 Limitation of benefits .....	106
11.1.04 Time limit for LTS -CF members without dependants .....	106
11.1.05 Return to assist .....	106
11.1.06 Funding Formula - CF members with dependants .....	107
11.1.07 Funding Formula - CF members without dependants .....	108

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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 within the same place of duty but their HG&E is not located at the current place of duty, their move is not considered to be a move within the same place of duty.

**(TB amended 16 September 2014)**

### 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.

<b>If HG&amp;E has...</b>	<b>then the CF member must relocate HG&amp;E within a period of ... from the COS date</b>
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:

<b>Custom Funding</b>	
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	

<b>Personalized Funding</b>	
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:

<b>Custom Funding</b>	
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	
<b>Personalized Funding</b>	
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.....	109
11.2.03 Limitation of benefits.....	110
11.2.04 Returning from Operations – Posted to a location other than the (D)HG&E location.....	111
11.2.05 Returning to previous place of duty for release purposes.....	111
11.2.06 TNL.....	111
11.2.07 Shipment of vehicle .....	112
11.2.08 HHT .....	112
11.2.09 Interim accommodations/HHT on IR .....	113
11.2.10 Unaccompanied baggage (UAB) .....	114
11.2.11 Rations and quarters.....	114
11.2.12 Recovery of expenses .....	115
11.2.13 Return to assist.....	115
11.2.14 Funding formula.....	115

---

**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)

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**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.

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Continued on next page

## Section 11.2 Unaccompanied moves, continued

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### 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.

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Continued on next page



## Section 11.2 Unaccompanied moves, continued

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**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)

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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)

<b>CF members ...</b>	<b>who are proceeding to their new place of duty...</b>	<b>are entitled to receive ...</b>
without dependants	in advance of their HG&E	free quarters providing their residence is continually and actively marketed.
with dependants	unaccompanied	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.

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

## Section 11.3 Moves Within the Same Place of Duty on Posting

(Title TB amended 16 September 2014)

**11.3.01 Purpose** This section describes the move entitlements for CF members who are posted and are authorized a move of (D)HG&E within the same place of duty as a result of that posting. These are rare and will only be authorized when the posting results in the CF member requiring to occupy or vacate:

- an official quarter (see QR&O article 28.01); or
- an accommodation that is assigned/acquired for the purpose of attendance at a foreign military college or staff school

This section does not apply to a CF member to whom Chapter 14 applies.  
**(TB amended 16 September 2014)**

It is divided into the following blocks:

11.3.02	Limitation of benefits.....	116
11.3.03	HHT/DIT.....	116
11.3.04	Movement grant.....	116
11.3.05	Posting instruction without financial code.....	116

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

- HHT/DIT; and
- Movement grant.

**(TB amended 16 September 2014)**

**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 move within the same place of duty but does not include a financial code, CF members are to liaise with the CF Relocation Coordinator, who will contact the posting authority.  
**(TB amended 16 September 2014)**

## Section 11.4 Moves to and from Isolated Posts

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**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:

11.4.02	Transportation to location of HG&E in LTS .....	117
11.4.03	Relocation from an isolated post for release purposes.....	118
11.4.04	Limitation of benefits – Goose Bay and Iqaluit.....	118
11.4.05	HHT .....	118
11.4.06	Replacement residence.....	118
11.4.07	TNL – Goose Bay .....	119
11.4.08	Weight limitations.....	119
11.4.09	Air priority shipments - Iqaluit .....	119
11.4.10	Shipment of PMV - Iqaluit .....	120
11.4.11	Funding Formula - Relocation to Goose Bay and Iqaluit .....	120
11.4.12	Funding formula - Relocation from Goose Bay and Iqaluit .....	121

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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

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Continued on next page

## Section 11.4 Moves to and from Isolated Posts, continued

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### 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.

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### 11.4.06 Replacement residence

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

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Continued on next page

## Section 11.4 Moves to and from Isolated Posts, continued

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### 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.

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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:

<b>Custom Funding</b>	
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	_____
<b>Personalized Funding</b>	
+ 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:

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

## Chapter 12. Moves to and from Outside Canada

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**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;

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

## 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

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**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 <a href="#">Chapter 8</a> .

---

## 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.

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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

---

<b>12.7.04</b> <b>Transportation to location of HG&amp;E in LTS, continued</b>	<p><b>Custom benefit</b>  Additional days as required by Base Traffic for re-organizing HG&amp;E.</p> <p><b>Personalized benefit</b></p> <ul style="list-style-type: none"> <li>• Upgrades to car rental and hotel; and</li> <li>• Expenses in excess of custom benefit.</li> </ul>
<hr/>	
<b>12.7.05 Customs clearance transportation expenses – HG&amp;E</b>	<p><b>Core benefit</b>  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.</p>
<hr/>	
<b>12.7.06 Currency</b>	<p>CF members shall be reimbursed transportation, traveling and ILM&amp;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.</p> <p><b>Core benefit</b></p> <ul style="list-style-type: none"> <li>• Loss on the rate of exchange; and</li> <li>• Administration fees to exchange currency into local funds.</li> </ul> <p>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.</p> <p>Note: Reimbursement under this article is limited to funds advanced or reimbursed for IRP benefits and not the transfer/exchange of personal funds.</p>

---

## Section 12.8 PMV

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### 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
<b>Total</b>	<b>\$120.00</b>	<b>\$120.00</b>	<b>\$1440.00</b>	<b>\$2880.00</b>

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:

<b>Custom Funding</b>	
	_____
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	_____
<b>Personalized Funding</b>	
+ 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:

<b>Custom Funding</b>	
\$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	
<b>Personalized Funding</b>	
+ 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.

<b>Custom Funding</b>	
	\$1000
\$1,000 in lieu of real estate commission	\$1000
+ 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	_____
<b>Personalized Funding</b>	
+ Movement Grant	\$650
+ Posting Allowance (if applicable)/Reserve Relocation Allowance	_____
+ HHT Savings	_____
= Total Personalized Funding	_____
	=====

## 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 .....	138
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13.04	Time limitation.....	139
13.05	Funding and authority for HHT/DIT/TNL – Class A.....	139
13.06	Sale and purchase of residence – conditions and limitations.....	140
13.07	Reserve relocation allowance .....	140
13.08	Service couple.....	141
13.09	Return move.....	141
13.10	Early termination of employment .....	142

---

**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 from their current place of duty.

However, there is no entitlement to a return move if any of the following conditions are satisfied:

- the new residence is 40 kilometres or less from the current residence, or
- the new residence is within their current place of duty

There is no entitlement to a Reserve Relocation Allowance for any return move.

The relocation must normally 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.

**(TB amended 16 September 2014)**

---

**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 or On Transfer from the Regular Force

(Chapter amended by TB, effective 16 September 2014)

---

### 14.01 In this chapter

Read carefully Section 2 (Relocation Expenses) of QR&O chapter 209 (Payment of Travel and Living Expenses and Relocation Expenses) when reading this CFIRP chapter.

This chapter describes relocation benefits and expenses applicable for a move to an Intended Place of Residence (IPR) on

- release from the CF; or
- transfer from the Regular Force to the Reserve Force.

A move of (D)HG&E to an IPR may be from **only one** of the following locations:

- if (D)HG&E has been moved at public expense (including a subsequent move for Reserve Service), then from
  - the location to which the members (D)HG&E was last moved at public expense, or
  - their last place of duty in the Regular Force;
- if the member had (D)HG&E on enrolment that has not been moved at public expense, then from the place of enrolment;
- if the member has acquired (D)HG&E since enrolment that has not been moved at public expense, then from the members current or a previous place of duty at which their (D)HG&E was acquired and is located; or
- in any other case, from their last place of duty in the Regular Force.

Additionally, HG&E and PMV's that have been stored at public expense may be moved from the storage location to the member's IPR, within the limitations of this chapter.

Generally, the date of release/transfer from the Regular Force or the date that a move commences (see 14.1.08) is determinative of whether this CFIRP or a previous CFIRP applies to the move.

- If the member releases/transfers from the Regular Force before 16 September 2014, or a move commences before 16 September 2014, then a previous CFIRP probably applies.
- If the member releases/transfers from the Regular Force on or after 16 September 2014, or a move commences on or after 16 September 2014, then this CFIRP probably applies.
- There are some exceptions to this general approach; read this Chapter carefully.

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*Continued on next page*



It is divided into the following sections:

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## Section 14.1 General principles

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

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*Continued on next page*

## Section 14.1 General principles, continued

### 14.1.02 IPR Elections and Time limitations

#### **IPR Elections**

A CF member elects an IPR location in writing by completing the CF form issued for that purpose.

An election can be made no earlier than the applicable time limits contained in Section 14.5 (CF members electing an Early Move to IPR).

A CF member can change their IPR location at any time before any expenses related to the IPR location are reimbursed to, or paid on behalf of, a CF member (not including file administration costs).

After any expenses have been paid in relation to the elected IPR location, article 14.1.03 controls changing IPR locations.

#### **Time Limitations - General**

CF members may claim the entitlements in this chapter if they have both:

- elected an IPR location; and
- commenced their move to their IPR.

Subject to other provisions in this Chapter, the entitlement under this chapter:

- with respect to a release/transfer from the Regular Force before 16 September 2014 and regardless of the date the move commenced, expires in accordance with the policy in effect on the date of that release/transfer;
- with respect to a release/transfer from the Regular Force on or after 16 September 2014 and where the move commenced before 16 September 2014, expires after two years from the earlier of the release/transfer date or the IPR election date; or
- in any other case, expires after one year from the release/transfer date (see also QR&O article 209.25(1)).

#### **Time Limitations - Extensions**

In some cases, the expiration date can be extended: see

- CFIRP articles 14.1.05 and 14.1.06 together with QR&O article 209.25(4); and
- The text below together with QR&O article 209.25(2) and (3).

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*Continued on next page*

**14.1.02 IPR  
Elections and  
Time limitations,**  
continued

The Chief of the Defence Staff **personally** — or the Chief of Military Personnel **personally** — may grant an extension of the time limit referred to in this article or in QR&O article 209.25(1)

An extension can be for up to one year; only one extension of this kind can be granted.

The Chief of the Defence Staff **personally** — or the Chief of Military Personnel **personally** — may grant an extension if he or she determines that any of the following circumstances reasonably prevent an eligible person from moving to the intended place of residence within that time limit:

(a) an illness of or injury to the former Regular Force member or their dependant;

(b) the vocational rehabilitation or vocational training undertaken by the former Regular Force member;

(c) the completion of an educational program by the former Regular Force member or their dependant; or

(d) any other circumstance that delays the move to the intended place of residence and that is beyond the control of the eligible person.

An extension of the one year time limit referred to in this article or in QR&O article 209.25(1) shall not be granted unless, before its expiry, the eligible person submits to the Chief of the Defence Staff — or the Chief of Military Personnel — a request for an extension in the form approved for that purpose by or under the authority of the Chief of the Defence Staff.

This authority is limited to the following groups of CF members:

- those whose initial entitlement period is two years; and
- those whose initial entitlement period is one year

(see “Time Limitations — General” above and QR&O article 209.25(1)).

**Other**

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. (also see article 14.3.03)

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

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*Continued on next page*

**14.1.03 IPR reinstatement** If the HG&E has been moved at public expense out of the current residence for the purpose of moving it to an IPR location (other than under article 14.4.02 – IPR election to LTS benefits), then an IPR location cannot be reinstated (i.e. amended).

If the HG&E has not been moved at public expense out of the current residence, or has been moved into local LTS under article 14.4.02, then an IPR location can be reinstated (i.e. amended) but only after the CF member repays all expenses paid in relation to the original IPR location (not in relation to the current residence).

---

**14.1.04 Reimbursement of expenses incurred prior to eligibility** CF members are entitled to payment of relocation expenses incurred prior to meeting the eligibility criteria, once the criteria at [art 14.2.03](#) are met and the member is authorized to elect an IPR location (see article 14.1.02 and Section 14.5).

In these circumstances actual and reasonable expenses will be reimbursed supported by receipts, provided the date of the expense is no more than six years prior to the members release/transfer date or election date, whichever is earlier.

Despite article 14.01, the entitlements will be based on:

- if the HG&E is packed **before** 16 September 2014, then the CFIRP that was in effect at the time of meeting the eligibility criteria or on 15 September 2014, whichever is earlier, or
- if the HG&E is packed **on or after** 16 September 2014, this CFIRP policy.

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Continued on next page

## Section 14.1 General principles, continued

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### 14.1.05 Re-enrol before electing IPR

QR&O article 209.25 (Time Limit) controls.

The effect is that CF members who did not exercise IPR benefits, whose entitlement did not expire, and subsequently re-enroll in – or transfer to – the Regular Force shall have the expiry date of their benefits extended by the corresponding number of days served in their new period of Regular Force service.

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### 14.1.06 Reserve – periods of service

QR&O article 209.25 (Time Limit) controls.

The effect is that CF members who released or transferred from the Regular Force, did not exercise IPR benefits, whose entitlement did not expire, and who serve on periods of Class B or C service shall have the expiry date of their benefits extended by the corresponding number of days served on Class B or C service.

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### 14.1.07 Meaning of Local Move

In this chapter, “local move” means a relocation of 40 kilometres or less, measured using the shortest normal route available to the public, from a person’s current residence to their intended place of residence.

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### 14.1.08 Meaning of move commenced

In this chapter, a move is deemed to have commenced if an expense has been incurred, or a contractual commitment has been made, with respect to any relocation activity for which a benefit is payable to CF members who are transferred from the Regular Force to the Reserve Force under QR&O article 10.04 (*Voluntary Transfer to Reserve Force*). See also QR&O article 209.20(3).

For example, a CF member who has entered into a listing agreement with a real estate agent to dispose of their current residence has made a contractual commitment to pay a realtor fee upon the sale of their home, and is therefore considered to have commenced their move to their IPR.

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## Section 14.2 Eligibility criteria

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

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14.2.03	Criteria table.....	150
14.2.04	Meaning of “continuous Regular Force service” .....	150
14.2.05	Meaning of “place of enrolment” .....	150
14.2.06	Meaning of “Any Location” .....	151

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**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.

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Continued on next page

## Section 14.2 Eligibility criteria, continued

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

<b>Criteria #1</b>	<b>Criteria #2</b>	<b>IPR location</b>
<b>Period of continuous Regular Force service</b>	<b>Release Item</b>	
Less than 10 years	<ul style="list-style-type: none"> <li>• 2 – Unsatisfactory service.</li> <li>• 4(a) – On request – When entitled to an immediate annuity</li> <li>• 4(b) – On request – On completion of a fixed period of service; and</li> <li>• 5 – Service completed.</li> </ul>	Place of enrolment (or any other place provided that the cost does not exceed the move to the place of enrolment). Reimbursement of benefits <a href="#">as per art 14.3.07</a> .
	<ul style="list-style-type: none"> <li>• 3 – Medical</li> </ul>	
10 or more years	Release items as above.	
20 or more years	4(c) – On request – Other causes	

**14.2.04**  
**Meaning of “continuous Regular Force service”**

When calculating the “continuous Regular Force service” to determine the IPR location at article 14.2.03, any period of Leave Without Pay shall not reduce the period of continuous service.

**14.2.05**  
**Meaning of “place of enrolment”**

In this chapter, “place of enrolment” means:

- if the member enrolled outside Canada, the nearest port of entry or border point on a direct route from the current place of duty to the country in which they enrolled;
- if the member enrolled in Canada, the
  - city or town in which the member declared their address on enrolment to be, or
  - a location 40 km or less from the rural residence the member declared to be their residence on enrolment

**14.2.06 Meanings of “any other place” and “any location”** The terms “any other place” and “any location” in article 14.2.03 includes any location that is 40 kilometers or less from a member’s current place of residence (local IPR). However, there may be limited benefits or no benefits payable for a move to a local IPR (see articles 14.3.10).

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## Section 14.3 Benefits

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

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14.3.03	HHT/DIT.....	152
14.3.04	Occupancy requirement on purchase of replacement residence .....	152
14.3.05	Home Equity Assistance (HEA) .....	152
14.3.06	Interest on home relocation loan.....	153
14.3.07	Benefits – Entitled to a move to place of enrolment.....	153
14.3.08	Benefits - Entitled to a move to any location.....	154
14.3.09	Release while on an unaccompanied move – additional entitlement .....	154
14.3.10	Local Move to IPR --- Entitlement & Amount.....	155

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Continued on next page



## Section 14.3 Benefits, continued

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### 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);
  - Interest on Home Relocation Loan; and
  - Local relocations – maximum entitlement
- 

### 14.3.03 HHT/DIT

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

- an IPR location is elected; and
- that IPR location is in excess of 40 km from CF members' current place of residence (i.e. not a local move).

When the HHT/DIT is taken prior to the start of the retirement leave, or during a subsequent period of Class B or C service, the HHT/DIT is administered (e.g. how many days) the same way an HHT/DIT for an in-service posting is administered.

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.

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### 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)

CF members are entitled to receive HEA if they move to an IPR location that is in excess of 40 km from their place of residence (i.e. not a local move). Other conditions outlined at [art 8.2.13](#) apply. There is no entitlement to HEA if the IPR location is 40 km or less from their place of residence (i.e. is a local move).

---

**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](#).

---

**14.3.07 Benefits – Entitled to a move to place of enrolment** A CF member who is entitled to move only to a place of enrolment (see article 14.2.03) is entitled to benefits outlined in Parts 1 and 2 with the limitations or enhancements listed at [art 14.3.02](#) through 14.3.06. However, the Core component portion of the benefits listed below are funded from a different component as follows:

**Core benefit**

HHT/DIT limited to returning from outside Canada only

**Custom benefit**

- HHT/DIT in all other cases
- Rent in advance of a move
- Rent/lease liability
- Rental agency finding fee
- Sale of home (except appraisal fees)
- Home Equity Assistance (HEA)
- Bridge financing
- Purchase of home
- Short term loan interest
- Sundry miscellaneous expense
- Professional cleaning
- Attending fees and power of attorney
- Temporary Dual Residence Assistance (TDRA)
- Reverse Temporary Dual Residence Assistance (RTDRA)

**Personalized benefit**

- When all customs fund have been expended.

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Continued on next page

## Section 14.3 Benefits, continued

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### 14.3.08 Benefits - Entitled to a move to any location

A CF member who is entitled to move to any location (see article 14.2.03) is entitled to benefits outlined in Parts 1 and 2 with the limitations or enhancements listed at [art 14.3.02](#) through 14.3.06. However, the core component portion of the benefits listed below are funded from a different component as follows:

#### Custom benefit

- 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.
- 

### 14.3.09 Release/ transfer while on an unaccompanied move – additional entitlement

A CF member who is both

- on a prohibited move, on a restricted move, or on an unaccompanied status under Section 11.2, and
- being released or transferred from the Regular Force – under any release item except item 1 (Misconduct) –

is entitled to the provisions of Art 11.2.05, as though they were on IR status, in order to return to the location of their (D)HG&E.

Once that move is complete, then the CF member can do their IPR move.

This benefit is administered by the local administrative support unit.

---

**14.3.10 Local Move to IPR --- Entitlement & Amount**

Generally, there is no entitlement to be paid relocation expenses incurred in respect of a local move to an IPR location. See also QR&O article 209.24 (Local Move).

There are four exceptions. They are described under the “Exception” headings below. Regarding the exceptions:

- A member who qualifies for only one exception is entitled to the amount for that exception; and
- A member who qualifies for more than one exception is entitled to the greater of the amounts (“the best move”).

**Exception Type #1:**

IF the CF member is:

- a former Regular Force member whose release/transfer date from the Regular Force is prior to 16 September 2014, regardless of the date their move commences; or
- a serving Regular Force member who commenced their move to a local IPR prior to 16 September 2014;

THEN the amount of the entitlement is:

- the amount in accordance with the CFIRP that was in effect on 15 September 2014.

**Exception Type #2:**

IF the CF member is:

- required because of their release/transfer from the Regular Force to relocate from an official quarter, single quarters, family housing or any other accommodation under the administration of the Minister of National Defence or another Minister of the Crown;

THEN the amount of the entitlement is:

- limited to \$10,000 for all expenses and taxes

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*Continued on next page*

**14.3.10 Local  
Move to IPR ---  
Entitlement &  
Amount  
(continued)**

**Exception Type #3:**

IF the CF member is

- released/transferred from the Regular Force under Item 3 (*Medical*) of the table to article 15.01 (*Release of Officers and Non-commissioned Members*);

THEN the amount of the entitlement is:

- the amount for a full move, within the limits provided in this directive for all payable benefits.

Regarding Exception Type #3, a CF member who is receiving a benefit under CBI 211.015 (*Home Modifications Move Benefit*) prior to his release (not transfer) date is not entitled to any benefit under this article before the release/transfer date. Once a CF member is released from the CF (i.e. not a member of the Reg, P Res, COATS, Rangers, or Supp Res), the former member is no longer entitled to reimbursement under CBI 211 and becomes entitled under this article for any subsequent eligible CFIRP relocation costs not reimbursed under CBI 211.015.

**Exception Type #4:**

The Chief of the Defence Staff **personally** — or the Chief of Military Personnel **personally** — may approve reimbursement of the relocation expenses for a move to a local IPR, if they determine that there are compassionate reasons that are particularly compelling and that involve:

- an illness of or injury to the former Regular Force member or their dependant; or
- an unusual, undeserved or disproportionate hardship for the eligible person that is beyond the eligible person's control.

Any reimbursement under Exception Type #4 shall be within the limitations provided in this directive for any payable benefit.

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## Section 14.4 Commonalities

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**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.....	157
14.4.03 Move outside Canada when released in Canada.....	158
14.4.04 Move outside Canada when serving outside Canada.....	158

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**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.

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.

If a CF member does not remove their HG&E from LTS within one year of it being stored, then this benefit expires, the HG&E in LTS becomes the member’s sole responsibility, and the unused transportation/unload/unpack/insurance entitlements are forfeited.

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## Section 14.4 Commonalities, continued

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### **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:

Entitled to a move to place of enrolment (i.e. article 14.3.07 applies):

- 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.

Entitled to a move to any location (i.e. article 14.3.08 applies):

- 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.

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### **14.4.04 Move outside Canada when serving outside Canada**

CF members who wants to release outside Canada, and who wants to elect an IPR to a location outside Canada shall forward their request to DCBA for a detailed identification of their benefits. If approved, the funding is limited in accordance with Section 14.3.

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## Section 14.5 CF members electing an Early Move to IPR

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**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 .....	159
14.5.03	Additional TOS offers, CRA extensions or CRA 60 election .....	160
14.5.04	In advance of CRA.....	160
14.5.05	Medically retained .....	160
14.5.06	Limitations - future relocation benefits.....	160

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**14.5.02 Process and procedures** CF members must meet the conditions and limitation 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 (includes fixed periods of retention that will be followed by a medical release); or
- an official application for release/transfer has been sent by the CF member to the appropriate Career Manager and the Career Manager formally acknowledges the CF member’s release/transfer application.

**Time frame - Early IPR**

CF members may elect their IPR location up to two years in advance of a known release date, or further in advance if articles 14.5.04 or 14.5.05 apply.

**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 Dependants, 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.

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

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### 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 – subject to section 14.3 – 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.

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### 14.5.04 In advance of CRA

CF members may elect their IPR location up to five years prior to reaching CRA.

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### 14.5.05 Medically retained

CF members, who as a result of an Administrative Review - Medical Employment Limitation decision have been authorized a period of retention followed by a release/transfer, may select their IPR location at any time during the period of retention.

---

### 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:

- SE benefits under CBI 208.997;
  - Any allowance – under CBI Chapter 205 – for accommodation assistance or post living differential (e.g. Transition Post Living Differential under CBI 205.452); and
  - Leave Travel Assistance (LTA) under CBI 209.50
-

## Section 14.6 Benefits to Eligible Persons & Specific Members

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**14.6.01 In this section** Benefits pertaining to eligible persons and specific members are below. This section is divided into the following blocks:

14.6.02 General.....	161
14.6.03 CF members deceased, reported missing, prisoner of war, or interned or detained by a foreign power .....	162
14.6.04 CF members who are mentally incapacitated.....	163
14.6.05 Deceased former CF members with an IPR entitlement.....	163
14.6.06 CF members without dependants deceased, reported missing, prisoner of war, or interned or detained by a foreign power or mentally incapacitated.....	164

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**14.6.02 General**

This section provides directions concerning the entitlements for the following:

- An eligible person (see definition in Section 1.4); and
- A CF member --- of the Regular Force, of the Reserve Force on Class “C” Reserve Service, or of the Reserve Force on Class “B” Reserve Service who was moved at public expense for that service --- who is missing, is a prisoner of war, is interned or detained by a foreign power, or is mentally incapacitated.

**Administration of IPR**

- The relocation file is initiated by CF members’ releasing unit, however the Service provider administers the file.
- For CF members who are missing, a prisoner of war, interned or detained by a foreign power, or mentally incapacitated, benefits are payable on behalf of the member to the member’s lawfully appointed agent (e.g. power of attorney).

**Expiration and Limitations of Benefits:** The expiration periods and limitations detailed in Sections 14.1 through 14.5 continue to apply to a move under this Section.

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Continued on next page

## Section 14.6 Benefits to Eligible Persons & Specific Members, continued

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### 14.6.03 CF members deceased, reported missing, prisoner of war, or interned or detained by a foreign power

This article applies in respect of a CF member

- who has dependants; and
- who is deceased, reported missing, a prisoner of war, or interned or detained by a foreign power,

The benefits of this chapter are provided to

- the eligible person if the CF member is deceased; or
- the CF member (see article 14.6.02 Administration of IPR)

as though they were a CF member with 10 or more years of continuous Regular Force service (entitled to a move to any location (see article 14.2.03)

For a deceased CF member, reimbursement may be split between an eligible person who is an estate and an eligible person who is not an estate (example: the estate gets the sale benefits and the dependant gets the purchase benefits). The total benefit remains one IPR move in relation to the CF member.

The payment of any additional actual and reasonable 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 (ie. through their lawfully appointed agents) are entitled to these benefits. All time limitations (e.g. the one year rule in 14.1.02) commence three months after the date of the official report.

There is no three month waiting period in respect of deceased CF members.

---

**14.6.04 CF members who are mentally incapacitated**

This article applies in respect of a CF member

- who has dependants; and
- who is declared by a competent medical authority to be mentally incapacitated,

The benefits of this chapter are provided to the CF member (see article 14.6.02 Administration of IPR) as though they were a CF member with 10 or more years of continuous Regular Force service (entitled to a move to any location).

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

There is no waiting period.

**14.6.05 Deceased former CF members with an IPR entitlement**

Unused IPR entitlements are not lost by the death of a former CF member. They are exercised by the eligible person or split between an estate and another eligible person.

The applicable time limits to use that entitlement continue to run; they do not restart.

Continued on next page

## Section 14.6 Benefits to Eligible Persons & Specific Members, continued

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**14.6.06 CF members without dependants deceased, reported missing, prisoner of war, or interned or detained by a foreign power or mentally incapacitated**

The article applies in respect of a CF member

- who has no dependants and
- who dies or who is reported missing, is a prisoner of war, is interned or detained by a foreign power, or is declared by a competent medical authority to be mentally incapacitated,

For a deceased member, the estate is entitled to relocation benefits for the disposal of the primary residence and the move of HG&E. The Executor may elect one person to travel to and from the location of the HG&E.

For any other type of CF member, the CF member (see article 14.6.02 Administration of IPR) is entitled to relocation benefits for the disposal of the primary residence and the move of HG&E. The lawfully appointed agent 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 (ie. through their lawfully appointed agent) are entitled to these benefits. There is no three month waiting period in respect of deceased CF members or mentally incapacitated CF members.

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## Section 14.7 Funding formulae

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**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.....	165
14.7.03 Move within Canada - 10 or more YOS .....	166
14.7.04 Direct move to IPR from outside Canada – less than 10 YOS .....	167
14.7.05 Direct move to IPR from outside Canada - 10 or more YOS .....	168

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**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; **exception** — for those released under item 3 – Medical, as per the criteria table at [art 14.2.03](#) before the time limitation expires:

<b>Custom Funding</b>	
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	
<b>Personalized Funding</b>	
Movement Grant	\$650
= Total Personalized Funding	

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**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; or
- less than 10 years of service when released under item 3 – Medical,

as per the criteria table at [art 14.2.03](#) before the time limitation expires::

<b>Custom Funding</b>	
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	
<b>Personalized Funding</b>	
+ Movement Grant	\$650
+ Real Estate Incentive (max. \$12,000)	
+ HHT Savings	
= Total Personalized Funding	

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**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; **exception** — for those released under item 3 – Medical, as per the criteria table at [art 14.2.03](#) before the time limitation expires:

**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

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## 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 from outside Canada for CF members

- with 10 or more years of continuous Regular Force service; or
- less than 10 years of service when released under item 3 – Medical

as per the criteria table at [art 14.2.03](#) before the time limitation expires:

<b>Custom Funding</b>	
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	
<b>Personalized Funding</b>	
+ Movement Grant	\$650
+ Real Estate Incentive (max. \$12,000)	
+ HHT Savings	
= Total Personalized Funding	