

# ILEC 2006

## United Nations Peacekeeping Out of Country Policing

### Compensation and Benefits Canada



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The following information is from the Department of National Defence (DND) Canada website <http://www.forces.gc.ca/dgcb/cbi>

To access the appropriate section select the *Compensation and Benefits Instructions (CBI)* tab. From the menu on the left side of the page select *CBI: Chapter 10 Military Foreign Service Instructions*.

Officers assigned are operating through the RCMP and therefore are entitled to these federally provided benefits. All Canadian police officers, regardless of the service they are employed by, are entitled to the specific DND employees benefits I have listed on the following pages.

Officers not from the RCMP have other unique benefits, provided for in their specific collective agreements or department policy. The benefits listed here are the primary benefits received for out of country policing. Officers do not pay federal income tax on salary earned while assigned to UN responsibilities.

Workers compensation for issues arising post-mission are dealt with under the individual provincial worker's compensation scheme. Police officers assigned have a different benefit for telephone calls home than the military benefit.

The payment rates in the document are not accurate. I hope to secure the current rates from Treasury Board and include them as an appendix.

## MILITARY FOREIGN SERVICE INSTRUCTIONS

### SECTION 1 – INTERPRETATION

#### 10.1.01 – DEFINITIONS

The definitions in this instruction have general application in this chapter. Definitions with limited or specific application appear in the applicable section of this chapter.

"accompanied by one dependant" means that one dependant is residing with the member at the post for at least eight months of any consecutive twelve-month period. (*accompagné d'une personne à charge*)

"accompanied by two or more dependants" means that two or more dependants are residing with the member at the post for at least eight months of any consecutive twelve-month period, one of such dependants must be a dependent child. (*accompagné de deux ou plusieurs personnes à charge*)

"accompanied member" means a member whose dependants or special dependants:

(a) are moved outside Canada at public expense as a result of the member's deployment or

assignment; or

(b) are recognized as dependants or special dependants during the member's posting and are moved outside Canada at public expense.

*(militaire accompagné)*

"Approving Authority" means the:

(a) Commander, Canadian Defence Liaison Staff (Washington);

(b) Deputy Commander in Chief, North American Aerospace Defence Command;

(c) Commandant, Canadian Forces Support Unit Ottawa; or

(d) Commanding Officer, Canadian Forces Support Unit Europe.

*(autorité approbatrice)*

"assignment" means a posting, attached posting or attached posting (temporary) to a permanent or training position outside Canada. *(assignation)*

"attached posting" means the temporary deployment or assignment for less than twelve months, but normally of six months, of a member to a component, sub-component, formation, task force, base, unit or element, other than that in which the member is ordinarily employed and in which the member continues to fill a position. *(affectation temporaire)*

"attached posting (temporary)" means the temporary deployment or assignment of between fourteen to sixty days, of a member in direct support of a post or an operation other than that in which the member is ordinarily employed and in which the member continues to fill a position. *(affectation temporaire (provisoire))*

"compensation day" means a day within a week on which work is normally scheduled for the member by the member's commanding officer but does not include statutory holidays, special leave or compensatory time off. *(jour de rémunération)*

"controlled move" has the same meaning as in the Canadian Forces Integrated Relocation Program. *(déménagement contrôlé)*

"cross-posting" means a posting from one post to another post. *(permutation)*

"Crown-held accommodation" means accommodation owned, leased or controlled by the Crown other than family housing as defined in paragraph (2) of the Charges for Family Housing Regulations or single quarters and, unless the Minister otherwise directs, includes accommodation provided directly to a member by the host government. *(logement de l'État)*

"dependant" means

(a) the member's spouse or common-law partner who resides with the member at the post or previous place of duty in Canada for a minimum of eight months in a twelve-month period, but does not include such person when they are living separately from the member for other than Canadian Forces reasons; and

(b) the member's dependent child.

*(personne à charge)*

"dependent child" means a biological child, adopted child or legal ward of the member or of the member's spouse or common-law partner, if the child resides with the member at the post or previous place of duty in Canada for a minimum of eight months in a twelve-month period and who:

(a) is under 21 years of age, resides with the member at the post and is not married or in a common-law partnership, or

(b) is 21 or more years of age, and is dependent on the member by reason of mental or physical disability.

*(enfant à charge)*

"dependent student" means a student who is a child of the member or of the member's spouse or common-law partner who:

(a) is under 21 years of age at the commencement of the school year;

(b) is not residing with the member because that student is in full-time attendance at an educational institution away from the post; and

c) is not married or in a common-law partnership.  
(*étudiant à charge*)

"deployment" means a posting, attached posting or attached posting (temporary) to an operation outside Canada designated by the Chief of the Defence Staff and controlled by the Deputy Chief of the Defence Staff. (*déploiement*)

"father or mother" includes a person or persons formally appointed legal guardian of a member or the member's spouse or common-law partner, or with the approval of the Chief of the Defence Staff, a person standing in the place of a father or mother who, prior to the member's enrolment, had undertaken the responsibilities and fulfilled the duties of a father or mother. (*père et mère*)

"FSD" means the Foreign Service Directives which have been approved by Treasury Board and which establish the entitlements of Public Service employees with respect to their service outside Canada.  
(*DSE*)

"furniture and effects" means furniture, household equipment and personal articles of the member and of the member's dependants, but does not include PMVs, livestock or pets. (*meubles et effets personnels*)

"geographical area" means an area within a radius of 50 kilometres from the member's post. (*secteur géographique*)

"home" means:

(a) in respect of a member who is married or in a common-law partnership or who has a dependent child:

(i) the place to which the member's spouse or common-law partner or dependent child was last moved at public expense, or

(ii) if the member's spouse or commonlaw partner or dependent child is residing at a place other than the place to which they were last moved at public expense, and provided that the cost does not exceed that which would have been incurred if the member had proceeded to where the dependant was so moved, the place where the member's spouse, common-law partner or dependent child is residing, or

(iii) if the member's spouse or commonlaw partner or dependent child has never been moved at public expense, the place where that person is residing; and

(b) in respect of a member other than as described subparagraph (a):

(i) the place where the member's father or mother or guardian normally resides, or

(ii) subject to the approval of an officer commanding a command or formation, the place where the member's child, stepchild or adopted child who is officially recorded as the member's next of kin normally resides, or

(iii) if the member's father or mother or guardians are separated, divorced or deceased, and subject to the approval of an officer commanding a command or formation, the place where the member's officially recorded primary next of kin normally resides, or

(iv) when the member's father or mother are not deceased but there are exceptional circumstances, the location where a person designated as primary next of kin by the formation commander normally resides.

(*domicile*)

"member" means an officer or noncommissioned member in the Canadian Forces. (*militaire*)

"next of kin" means one of the following persons (listed in order of priority):

(a) the member's spouse or common-law partner;

(b) the member's child;

(c) the member's father or mother;

(d) the member's brother or sister;

(e) the member's grandparent; or

(f) if there are no living next of kin, the person named by the member, and approved by the approving authority to be the member's next of kin.  
(*plus proche parent*)

"occupant in a member's household" includes a member and the member's dependants and special dependants who are residing or who will be residing with the member at the post, on the date the member signs the lease for the accommodation or on the date of occupancy of the Crown-held accommodation. Dependent students are not to be included as occupants in a member's household.  
(*occupant au foyer du militaire*)

"operation" means the deployment of an expeditionary formation, a task force, a unit or individual members to a theatre of operations outside Canada for purposes other than military training or administration and subject to orders from a strategic or operational level. (*opération*)

"posting" means a permanent change in the member's place of duty, normally of twelve months or more. A member who has dependants may be posted accompanied or unaccompanied. (*affectation*)

"PMV" means a private motor vehicle that is registered for use on a public highway in the name of the member or in the name of the member's dependant, the primary purpose of which is for family conveyance, and which does not exceed 20.80 cubic meters (735 cubic feet) in size. (*VP*)

"post" means:

(a) in respect of a ship's company, the place of duty outside Canada designated by the Chief of the Defence Staff for the purpose of sections 3 (*Operation Allowances*) and 21 (*Home Leave Travel Assistance*); and

(b) in all other cases, a place of duty outside Canada.  
(*poste*)

"Post Index" means an expression of the price differential between the post and the surrounding area of the post, or the location where a member resides when the member does not reside at the post, and Ottawa, as determined by the Chief of the Defence Staff on the basis of information communicated by Statistics Canada on a monthly basis. (*indice de poste*)

"previous place of duty" means the place at which, immediately prior to the member's deployment or assignment, the member performed normal military duties and includes any place in the surrounding geographical area that is determined by the Chief of the Defence Staff to be part of that place of duty.  
(*dernier lieu de service*)

"rent allowance" means the monthly amount paid to a member to permit the member to rent accommodation of a standard established in this chapter. (*indemnité de loyer*)

"service couple" means two members who are:

(a) married or in a common-law partnership; and

(b) serving and living together at the same post.  
(*couple militaire*)

"special dependant" means a person designated under section 9 (*Special Dependants*). (*personne à charge spéciale*)

"theatre of operations" means an area designated as a post by the Chief of the Defence Staff for the application of this chapter. (*théâtre d'opérations*)

"unaccompanied member" means a member with dependants, if the dependants are not moved outside Canada at public expense as a result of the member's posting, attached posting or attached posting (temporary). (*militaire non accompagné*)

## GENERAL PROVISIONS

### 10.2.01 – INTENT OF MILITARY FOREIGN SERVICE INSTRUCTIONS

The intent of the allowances and benefits under the Military Foreign Service Instructions is to recognize and to facilitate a member's service outside Canada and to ensure that, as much as possible, members should be neither better nor worse off than their counterparts serving in Canada.

### COMMENCEMENT AND TERMINATION OF ELIGIBILITY

(1) **(Commencement of eligibility)** Unless otherwise specified:

(a) a member who arrives at the post prior to the member's change of strength (COS) date:  
(i) and who is on leave, is entitled to the applicable allowances and benefits commencing on the member's COS date, or

(ii) and who is not on leave, is entitled to the applicable allowances and benefits commencing on the member's date of arrival at the post;

(b) a member who arrives at the post on or after the member's COS date, is entitled to the applicable allowances and benefits commencing on the member's date of arrival at the post.

(2) **(Termination of eligibility)** Unless otherwise specified:

(a) a member who departs the post prior to the member's change of strength (COS) date ceases to be entitled to the applicable allowances and benefits on the date of the member's departure from the post;

(b) a member who departs the post on or after the member's COS date:

(i) and who is on leave, ceases to be entitled to the applicable allowances and benefits on the member's COS date, or

(ii) and who is not on leave, ceases to be entitled to the applicable allowances and benefits on the member's date of departure from the post.

(3) **(Cross-posting)** The entitlement to the allowances and benefits of a member who is cross-posted and does not return to Canada on leave at public expense between cross-postings continues, except for section 5 (Shelter and Related Provisions).

### 10.2.04 – UNACCOMPANIED MEMBER

An unaccompanied member, who moves their dependants to the post at their own expense, continues to be an unaccompanied member for the purpose of this chapter.

### 10.2.05 – ENTITLEMENT OF A MEMBER DEPLOYED OR ASSIGNED

(1) **(Deployment or assignment status)** Members are deployed or assigned by means of a posting, attached posting or attached posting (temporary).

(2) **(Posting)** A member who is posted for:

(a) a period of twelve months or more is entitled to the allowances and benefits in all applicable sections of this chapter; or

(b) a period of less than twelve months is entitled to the allowances and benefits in the following applicable sections:

(i) section 2 (*General Provisions*),

(ii) section 3 (*Operation Allowances*),

(iii) section 4 (*Meal Allowance*),

(iv) section 5 (*Shelter and Related Provisions*),

(v) section 6 (*Travelling Expenses for Dependants on Briefing Programs*),

(vi) section 8 (*Dependant's Health Care Expenses*),

(vii) section 11 (*Day-care Assistance*),

- (viii) section 12 (*Education and Related Care of Dependent Children*),
- (ix) section 13 (*Employment Assistance for Spouses and Common-law Partners*),
- (x) section 14 (*Foreign Service Allowances*),
- (xi) section 15 (*Post Living Allowance*),
- (xii) section 16 (*Post Differential Allowance*),
- (xiii) section 17 (*Telephone Calls*),
- (xiv) section 18 (*Post Transportation and Related Expenses*),
- (xv) section 19 (*Gymnasium or Health Club Fees*),
- (xvi) section 21 (*Home Leave Travel Assistance*),
- (xvii) section 23 (*Compassionate Travel*),
- (xviii) section 24 (*Safe Storage Expense Benefit*),
- (xix) section 25 (*Emergency Evacuation and Loss*), and
- (xx) section 26 (*Compensation for Damage or Loss of Furniture and Effects*).

(3) **(Attached posting and attached posting (temporary))** A member who is attached posted or attached posting (temporary) is entitled to the allowances and benefits in the following applicable sections:

- (a) section 2 (*General Provisions*);
- (b) section 3 (*Operation Allowances*);
- (c) section 4 (*Meal Allowance*);
- (d) section 5 (*Shelter and Related Provisions*);
- (e) section 14 (*Foreign Service Allowances*);
- (f) section 15 (*Post Living Allowance*);
- (g) section 16 (*Post Differential Allowance*);
- (h) section 17 (*Telephone Calls*);
- (i) section 18 (*Post Transportation and Related Expenses*);
- (j) section 19 (*Gymnasium or Health Club Fees*);
- (k) section 21 (*Home Leave Travel Assistance*);
- (l) section 23 (*Compassionate Travel*);

(4) **(Temporary duty)** A member who is on temporary duty is only entitled, under this chapter, to the Risk Allowance as set out in CBI 10.3.07 (Risk Allowance). The other allowances and benefits to which a member on temporary duty may be entitled to are set out in the Canadian Forces Temporary Duty Travel Instructions.

#### **10.2.06 – MEMBERS ENROLLED OR RE-ENROLLED OUTSIDE CANADA**

(1) **(Employment at ordinary residence)** A member ordinarily resident outside Canada who is

enrolled or re-enrolled outside Canada, and who accepts employment for a continuous period of duty at the location where the member ordinarily resides, is entitled to the allowances and benefits under the following applicable sections:

- (a) section 2 (*General Provisions*);
  - (b) section 3 (*Operation Allowances*);
  - (c) section 5 (*Shelter and Related Provisions*);
  - (d) section 8 (*Dependant's Health Care Expenses*);
  - (e) section 10 (*Relocation Expenses for a Person Qualifying as a Dependant or Special Dependant During Posting*);
  - (f) section 15 (*Post Living Allowance*);
  - (g) section 18 (*Post Transportation and Related Expenses*);
  - (h) section 19 (*Gymnasium or Health Club Fees*);
  - (i) section 24 (*Safe Storage Expense Benefit*); and
  - (j) section 25 (*Emergency Evacuation and Loss*);
- (2) **(Third location employment)** A member ordinarily resident outside Canada and deployed or assigned for a continuous period of duty outside Canada and away from the location where the member ordinarily resides, shall be entitled to the allowances and benefits of this chapter in accordance with the member's deployment or assignment status.
- (3) **(Application)** For the purposes of paragraphs (1) and (2), this chapter applies to the member from the date of arrival at the post to the date of departure on termination of duty at that post, except that this chapter shall not apply during periods of leave without pay.

#### 10.2.11 – REMUNERATION PAID BY A THIRD PARTY

- (1) **(Application)** This instruction applies to members who receive remuneration in whole or in part from a third party, such as the United Nations, if such remuneration duplicates some or all of the allowances and benefits set out in this chapter and results in a degree of over compensation.
- (2) **(Administration)** A member in receipt of remuneration from a third party shall provide the Approving Authority with appropriate details, for furtherance to the Director Compensation and Benefits Administration, in order that a determination of the appropriate level of the allowances and benefits is made.
- (3) **(Limitation on entitlement)** If a third party pays remuneration in whole or in part to a member, the allowances and benefits set out in this chapter are reduced:
- (4) **(Maximum reduction)** No reduction may exceed in amount the total of the remuneration paid by a third party.
- (5) **(Retention of monies)** If a reduction is imposed in accordance with this instruction, any monies received as remuneration by the member from a third party is retained by the member in lieu of any allowances and benefits for which a reduction has been imposed under this chapter.

### SECTION 3 – OPERATION ALLOWANCES

#### 10.3.01 – GENERAL PROVISIONS

- (1) **(Intent)** The intent of the allowances and benefits in this section is to assist a member on a deployment.
- (2) **(Remuneration paid by third party)** If a third party pays remuneration to a member, the allowances and benefits to which the member is entitled under this section are reduced in accordance with CBI 10.2.11 (*Remuneration Paid by a Third Party*).
- (3) **(Variation of allowances and benefits)** The allowances and benefits may vary within the same operation.



(4) **(Separation Expense)** A member who is entitled to receive allowances and benefits under this section is not entitled to the allowances and benefits under CBI 209.997 (*Separation Expense*).

### 10.3.02 – ELIGIBLE MEMBERS

(1) **(Application)** This section applies to a member on a deployment and with respect to CBI 10.3.07 (*Risk Allowance*) also to a member on temporary duty.

(2) **(Service couple)** Each member of a service couple is entitled to the allowances and benefits at the unaccompanied rate, except that if there are dependants residing with the service couple, one member designated by the service couple, is considered to be an accompanied member for the purpose of calculating allowances and benefits.

(3) **(Single member)** A member who is not married or in a common-law partnership, but has one or more dependent student, is entitled to allowances and benefits calculated on the monthly amount at the appropriate accompanied rate when the member is deployed as an accompanied member.

(4) **(Member not entitled)** For greater certainty, a member who is on assignment is not entitled to the allowances and benefits under this section.

### 10.3.04 – OPERATIONS FOREIGN SERVICE PREMIUM

(1) **(Intent)** The Operations Foreign Service Premium (OPS FSP) is an allowance payable to a member:

(a) in recognition of service on operations; and

(b) to cover expenses not specifically covered by other allowances and benefits.

(2) **(Annual OPS FSP Adjustments)** The OPS FSP is adjusted annually by the Director Compensation and Benefits Administration (DCBA), using the same percentage change, if any, set by the Treasury Board.

(3) **(Amount of OPS FSP)** The OPS FSP level is paid at a monthly rate, for the status and premium level that applies to the member, see links on page 23 for current rates:

(4) **(Point accumulation)** Points are accumulated for service on operations at the rate of one point per calendar month of service.

(5) **(Calculation of points)** For the purpose of calculating points under this instruction, a member is considered to have completed a month of service on operation where there is an entitlement to ten compensation days of OPS FSP in a calendar month, except that during a cross-posting on another deployment a member cannot accumulate credits on the basis of two periods of ten compensation days within the same calendar month.

(6) **(Partial months)** Partial months are counted only during the first and last calendar months of a deployment. All other months are calculated from the first to the last day of a calendar month.

(7) **(Change In family size)** If the member precedes the dependants to the post, or where a dependant or dependants precedes the member on departure from the post, the rate of OPS FSP is to be adjusted, if applicable, to reflect the actual family size at the post, effective the date of the change in family size at the post.

(8) **(Member absent from post)** A member who is absent from the post in excess of 25 compensation days:

(a) continues to receive OPS FSP if the member is on temporary duty;

(b) for other than temporary duty and who has no dependants residing at the post, ceases to receive FSP on the 26<sup>th</sup> compensation day of the absence and resumes receiving OPS FSP on the first compensation day following the return of the member to the post; or

(c) for other than temporary duty and who has dependants residing at the post, will receive an adjusted OPS FSP payment to reflect the family size residing at the post, commencing on the 26<sup>th</sup> compensation day of the absence, with the previous rate resuming on the first compensation day following the return of the member to the post.

(9) **(Medical or compassionate absence)** A member who is absent from the post for an undetermined length of time for medical or compassionate reasons, ceases to receive OPS FSP on the 26<sup>th</sup> compensation day after the departure from the post or on the day it is determined that the member would not return to the post, whichever is earlier.

(10) **(Disciplinary absence)** The payment of OPS FSP to a member who is absent from the post for

disciplinary reasons ceases on the day of departure from the post and resumes on the day after the member's return to the post.

(11) **(Dependant absent from post)** If a dependant of a member in receipt of OPS FSP, other than a dependent student under CBI 10.3.02(3) (*Single Member*):

(a) is temporarily absent from the member's post for more than 25 compensation days, the OPS FSP will be adjusted to reflect the family size residing at the post, commencing on the 26<sup>th</sup> compensation day of the absence, with the previous rate resuming on the first compensation day following the return of the dependant to the post; or

(b) is at the post for less than 25 compensation days from the commencement of the OPS FSP, the OPS FSP will be adjusted to reflect the family size from the day on which the dependant left the post.

(12) **(Points not interchangeable)** Points accumulated under this instruction are not interchangeable with FSP points accumulated under CBI 10.14.02 (*Foreign Service Premium*).

(13) **(Points accumulated previously)** Any points accumulated under section 12 of the *Military Foreign Service Regulations* are considered to be points accumulated under this instruction.

### 10.3.05 – HARDSHIP ALLOWANCE

(1) **(Intent)** The intent of the Hardship Allowance (HA) is to compensate for the living conditions existing at a specific post.

(2) **(Levels of HA)** There are seven levels of HA, from zero (no difference from a typical base standard) to six (very austere). The Chief of the Defence Staff approves the HA level for the post upon recommendation by the Departmental Hardship and Risk Committee. Once established, the HA Level is reviewed on a semi-annual basis or as required for each operation.

(3) **(Monthly rate)** The rate of HA for each level is a percentage of the maximum total of the Post Differential Allowance (PDA), except for the PDA Bonus, payable under section 16 (*Post Differential Allowance*), see links on page 23 for current rates:

(4) **(Monthly rate - JTF2)** The rate of HA for a member who is entitled to JTF2 allowance under CBI 205.385 in respect of Category of Service 2 or 3 is a percentage of the maximum total of PDA, except for the PDA Bonus, payable under section 16 (*Post Differential Allowance*), see links on page 23 for current rates:

(5) **(Change In Family Size)** If the member precedes the dependants to the post, or where a dependant or dependants precedes the member on departure from the post, the rate of HA is to be adjusted, if applicable, to reflect the actual family size at the post, effective the date of the change in family size at the post.

(6) **(Member absent from post)** A member absent from the post in excess of 25 compensation days:

(a) who has no dependants residing at the post, ceases to receive the HA on the 26<sup>th</sup> compensation day of the absence and resumes receiving the HA on the first compensation day following the return of the member to the post; or

(b) who has dependants residing at the post, will receive an adjusted HA payment to reflect the family size residing at the post, commencing on the 26<sup>th</sup> compensation day of the absence, with the previous rate resuming on the first compensation day following the return of the member to the post.

(7) **(Medical or compassionate absence)** a member who is absent from the post for an undetermined length of time for medical or compassionate reasons, ceases to receive HA on the 26<sup>th</sup> compensation day after the departure from the post or on the day it is determined that the member would not return to the post, whichever is earlier.

(8) **(Disciplinary absence)** The payment of HA to a member who is absent from the post for disciplinary reasons ceases on the day of departure from the post and resumes on the day after the member's return to the post.

(9) **(Location change)** A member who is deployed to another post is entitled to the HA applicable to the new post commencing on the day following the member's arrival at the post.

(10) **(Dependant absent from post)** If a dependant of a member in receipt of the HA, other than a dependent student under CBI 10.3.02(3) (*Single member*):

(a) is temporarily absent from the member's post for more than 25 compensation days, the HA will be adjusted to reflect the family size residing at the post, commencing on the 26<sup>th</sup> compensation day of

the absence, with the previous rate resuming on the first compensation day following the return of the dependant to the post; or

(b) is at the post for less than 25 compensation days from the commencement of the HA, the HA will be adjusted to reflect the family size from the day on which the dependant left the post.

### 10.3.06 – HARSHIP ALLOWANCE BONUS

(1) **(Intent)** The intent of the Hardship Allowance Bonus (HA Bonus) is to compensate a member for repeated deployments.

(2) **(Monthly rate)** The rate of HA Bonus varies according to the member's length of service on operations. HA Bonus payable to a member is the monthly amount calculated as a percentage of the authorized HA level under CBI 10.3.05 (*Hardship Allowance*).

(3) **(Levels)** The HA Bonus level to which a member is entitled is based on points accumulated for service on operations see links on page 23 for current rates:

(4) **(Point accumulation)** Points are accumulated for service on operations at the rate of one point per calendar month of service.

(5) **(Calculation of points)** For the purpose of calculating points under this instruction, a member is considered to have completed a month of service on operation where there is an entitlement to ten compensation days of HA Bonus in a calendar month, except that during a cross-posting to another deployment a member cannot accumulate credits on the basis of two periods of ten compensation days within the same calendar month.

(6) **(Partial months)** Partial months are counted only during the first and last calendar months of a deployment. All other months are calculated from the first to the last day of a calendar month.

(7) **(Adjustment)** The HA Bonus is adjusted to reflect any adjustment made to the HA under CBI 10.3.05.

(8) **(Period of service not interchangeable)** Subject to CBI 10.16.03(3) (*Concurrent use of period of service*), any period of service for which a member was entitled to receive HA Bonus cannot be used for the purpose of calculating the Post Differential Allowance under section 16 (*Post Differential Allowance*).

### 10.3.07 – RISK ALLOWANCE

(1) **(Intent)** The intent of the Risk Allowance (RA) is to compensate for the risks associated with a specific post.

(2) **(Levels)** There are five levels of RA, from zero to four. The Chief of the Defence Staff approves the RA level upon recommendation by the Departmental Hardship and Risk Committee. Once established, the RA level is reviewed on a semi-annual basis or as required for each operation.

(3) **(Monthly rate)** The rate of RA for each level is a percentage of the maximum total of the Post Differential Allowance (PDA), except for the PDA Bonus, payable under section 16 (*Post Differential Allowance*), see links on page 23 for current rates:

(4) **(Monthly rate – JTF2)** The rate of RA for a member who is entitled to JTF2 allowance under CBI 205.385 is a percentage of the maximum total of PDA, except for the PDA Bonus, payable under section 16 (*Post Differential Allowance*), see links on page 23 for current rates:

(5) **(Change In family size)** If the member precedes the dependants to the post, or where a dependant or dependants precedes the member on departure from the post, the rate of RA is to be adjusted, if applicable, to reflect the actual family size at the post, effective the date of the change in family size at the post.

(6) **(Member absent from post)** A member absent from the post in excess of 25 compensation days:

(a) who has no dependants residing at the post, ceases to receive the RA on the 26<sup>th</sup> compensation day of the absence and resumes receiving the RA on the first compensation day following the return of the member to the post; or

(b) who has dependants residing at the post, will receive an adjusted RA payment to reflect the family size residing at the post, commencing on the 26<sup>th</sup> compensation day of the absence, with the previous rate resuming on the first compensation day following the return of the member to the post.

(7) **(Medical or compassionate absence)** a member who is absent from the post for an undetermined length of time for medical or compassionate reasons, ceases to receive RA on the 26<sup>th</sup> compensation day after the departure from the post or on the day it is determined that the member would not return to the post, whichever is earlier.

(8) **(Disciplinary absence)** The payment of RA to a member who is absent from the post for disciplinary reasons ceases on the day of departure from the post and resumes on the day after the member's return to the post.

(9) **(Location change)** A member who is deployed to another post is entitled to the RA applicable to the new post commencing on the day following the member's arrival at the post.

(10) **(Dependant absent from post)** If a dependant of a member in receipt of the RA, other than a dependent student under CBI 10.3.02(3) (*Single member*):

(a) is temporarily absent from the member's post for more than 25 compensation days, the RA will be adjusted to reflect the family size residing at the post, commencing on the 26<sup>th</sup> compensation day of the absence, with the previous rate resuming on the first compensation day following the return of the dependant to the post; or

(b) is at the post for less than 25 compensation days from the commencement of the RA, the RA will be adjusted to reflect the family size from the day on which the dependant left the post.

## SECTION 14 - FOREIGN SERVICE ALLOWANCES

### 10.14.01 – GENERAL PROVISIONS

(1) **(Allowances)** The Foreign Service Allowances consist of the following allowances:

(a) the Foreign Service Premium; and

(b) the Post Specific Allowance.

(2) **(Remuneration paid by third party)** If a third party pays remuneration to a member, the benefits and allowances to which the member is entitled under this section are reduced in accordance with CBI 10.2.11 (*Remuneration Paid by a Third Party*).

### 10.14.02 – FOREIGN SERVICE PREMIUM

(1) **(Intent)** The Foreign Service Premium (FSP) is an allowance payable to a member:

(a) in recognition of foreign service and, as such, recognizes that there are disutilities and disincentives, some of which may be financial, resulting from service outside Canada; and

(b) to cover expenses not specifically covered by other allowances and benefits.

(2) **(Eligible members)** This instruction applies to a member who is on assignment.

(3) **(Service couple)** Each member of a service couple is entitled to FSP at the appropriate rate, except that if there are dependants residing with the service couple, one member designated by the service couple, is considered to be an accompanied member for the purpose of calculating FSP.

(4) **(Single member)** A member who is not married or in a common-law partnership, but has one or more dependent student, is entitled to FSP calculated on the monthly amount at the appropriate rate to include any dependant student.

(5) **(Amount of FSP)** The FSP is paid at a monthly rate, for the status and premium level that applies to the member see links on page 23 for current rates:

(6) **(Annual FSP Adjustments)** The FSP is adjusted annually by the same percentage change, if any, set by the Treasury Board.

(7) **(Accumulation of points)** Points shall be accumulated for service outside Canada at the rate of one point per month of service.

(8) **(Calculation of points)** For the purpose of calculating points under this instruction, a member shall be considered to have a completed month of service where there is an entitlement to ten compensation days of FSP in a calendar month except that during a crossposting to another

assignment, a member cannot accumulate two points for two periods of ten compensation days within the same calendar month.

(9) **(Partial months)** Partial months are counted only during the first and last calendar months of an assignment. All other months are calculated from the first to the last day of a calendar month.

(10) **(Cross-posting)** A member who is crossposted on another assignment and due to service reasons is not accompanied by their dependants at the new post, will continue to receive FSP at rate which the member was entitled to at the previous post.

(11) **(Consecutive years at post)** Unless the Chief of the Defence Staff approves the continued payment of FSP, a member who has served seven or more consecutive years at the same post is no longer entitled to receive FSP.

(12) **(No point accumulation)** If payment of FSP has been terminated under paragraph (11), the member ceases to accumulate qualifying points during the period in which payment of the FSP is terminated.

(13) **(Change In Family Size)** If the member precedes the dependants to the post, or where a dependant or dependants precedes the member on departure from the post, the rate of FSP is to be adjusted, if applicable, to reflect the actual family size at the post, effective the date of the change in family size at the post.

(14) **(Member absent from post)** A member who is absent from the post in excess of 25 compensation days:

(a) continues to receive FSP if the member is on temporary duty;

(b) for other than temporary duty and who has no dependants residing at the post, ceases to receive FSP on the 26<sup>th</sup> compensation day of the absence and resumes receiving FSP on the first compensation day following the return of the member to the post; or

(c) for other than temporary duty and who has dependants residing at the post, will receive an adjusted FSP payment to reflect the family size residing at the post, commencing on the 26<sup>th</sup> compensation day of the absence, with the previous rate resuming on the first compensation day following the return of the member to the post.

(15) **(Dependant absent from post)** If a dependant of a member in receipt of FSP, other than a dependent student in paragraph (4):

(a) is temporarily absent from the member's post for more than 25 compensation days, the FSP will be adjusted to reflect the family size residing at the post, commencing on the 26<sup>th</sup> compensation day of the absence, with the previous rate resuming on the first compensation day following the return of the dependant to the post; or

(b) is at the post for less than 25 compensation days from the commencement of the FSP, the FSP will be adjusted to reflect the family size from the day on which the dependant left the post.

(16) **(Points not interchangeable)** Points accumulated under this instruction are not interchangeable with OPS FSP points accumulated under CBI 10.3.04 (*Operations Foreign Service Premium*).

(17) **(Concurrent accumulation of points)** A member who is posted to a place of duty outside Canada and is subsequently attached posted or attached posted (temporary) to an operation continues to accumulate points under this instruction while also accumulating OPS FSP points under CBI 10.3.04.

(18) **(Points accumulated previously)** Any points accumulated under section 12 of the *Military Foreign Service Regulations* are considered to be points accumulated under this instruction.

#### 10.14.03 – POST SPECIFIC ALLOWANCE

(1) **(Intent)** The intent of Post Specific Allowance (PSA) is to assist a member in travelling from the post.

(2) **(Eligible members)** This instruction applies to a member who is deployed or assigned:

(a) on a posting for 12 months or more;

(b) on a posting for a continuous period greater than seven months but less than 12 months;

(c) on an attached posting, and as a result of an extension of the tour expiry date, will be at the post

for a continuous period greater than seven months.

(3) **(Service couple)** Each member of a service couple is entitled to PSA.

(4) **(Continued entitlement)** A member who is deployed or assigned to a post continues, even if the member is subsequently attached posted or attached posted (temporary) to another post, to receive PSA, established in accordance with the member's original deployment or assignment outside Canada.

(5) **(Amount of PSA)** PSA is paid to a member at a monthly rate, updated annually by the Director Compensation and Benefits Administration which reflects:

(a) 80% of return full economy (Y) air fare from the post to Ottawa; or

(b) 100% of the return (Y2) fare from the post to Ottawa, if a (Y) fare is not available for a specific post.

(6) **(Exception)** A member to whom subparagraph (2)(b) or (c) applies only receives the first payment of PSA on the first day of the eighth month, and this payment includes the PSA for the seventh and eighth month.

## SECTION 21 – HOME LEAVE TRAVEL ASSISTANCE

### 10.21.01 – DEFINITIONS

The definitions in this instruction apply in this section.

"HLTA" means Home Leave Travel Assistance. (*ARDC*)

"Reverse Home Leave Travel" means travels undertaken by the member's next of kin to meet the member at the post. (*Retour au domicile inversé*)

"third location" means any location outside a radius of 800 kilometres from the member's post, home or previous place of duty, or if a member is deployed on an operation, any location outside the theatre of operations. (*tiers lieu*)

### 10.21.02 – INTENT

(1) **(Intent)** The intent of HLTA is to assist a member who is deployed or assigned to a place of duty outside Canada to reunite with their next of kin (NOK).

(2) **(Limits)** HLTA is not intended for the:

(a) move of the member's NOK;

(b) early repatriation of the member; or

(c) transportation expenses of a member's girlfriend, boyfriend or fiancé(e) if they are not in a common-law partnership.

### 10.21.03 – ELIGIBLE MEMBERS

(1) **(Eligible members)** A member who is deployed or assigned is entitled to the HLTA, if that member:

(a) has no dependants and is posted;

(b) is attached posted for an expected period in excess of 60 consecutive days;

(c) is an accompanied member serving at a post outside Canada who is deployed or assigned unaccompanied from that post to another post for an expected period in excess of 60 consecutive days;

(d) is a member of an HMCS or allied ship's company when sailing for an expected period in excess of 60 consecutive days; or

(e) is on exchange duty with foreign armed services and is deployed to an operation or designated post with that foreign armed service for an expected period in excess of 60 consecutive days.

### 10.21.04 – ENTITLEMENT

(1) **(Entitlement)** A member to whom this section applies, is entitled to:

(a) reimbursement of an amount calculated in accordance with CBI 10.21.05 (*HLTA for Travel to Home or Previous Place of Duty*) for the direct return journey between the member's post and:

- (i) the member's home, or
  - (ii) the member's previous place of duty;
  - (b) if the member is deployed or assigned for an expected period of 120 consecutive days or more, an allowance in the amount for the applicable post for travel to a third location in accordance with CBI 10.21.06 (*HLTA for Travel to a Third Location*);
  - (c) if the member is deployed or assigned for an expected period in excess of 60 consecutive days but less than 90 consecutive days, an allowance not to exceed 33% of the allowance for the applicable post for travel to a third location in accordance with CBI 10.21.06;
  - (d) if the member is deployed or assigned for an expected period of 90 consecutive days or more but less than 120 consecutive days, an allowance not to exceed 66% of the allowance for the applicable post for travel to a third location in accordance with CBI 10.21.06; or
  - (e) reimbursement of an amount calculated in accordance with CBI 10.21.07 (*HLTA for Reverse Home Leave Travel*).
- (2) **(Frequency of HLTA)** A member is entitled to one HLTA for each:
- (a) 60 to 120 consecutive day period of the deployment or assignment if the member is not deployed or assigned for a period of 120 consecutive days or more, but not more than one HLTA during each six consecutive month period;
  - (b) six consecutive month period of the posting or attached posting; or
  - (c) twelve consecutive month period of the posting if the member is entitled to the allowance under section 22 (*Vacation Travel Allowance*).
- (3) **(Rate applicable)** The rate applicable for the first HLTA is the rate applicable on the day the member arrives at the post or on the day the HMCS or allied ship departs from the port. Any subsequent HLTA will be at the applicable rate on the day the HLTA is requested.
- (4) **(Leave creates entitlement)** Entitlement to claim HLTA is dependent upon the member being granted leave and authorized to travel on leave.
- (5) **(Leave travel start and finish)** Leave travel for a member travelling to the home or their previous place of duty or to a third location must start and finish at the post.
- (6) **(Next of kin travelling to post)** In the case where a next of kin (NOK) is travelling to the member's post for Reverse Home Leave Travel, the NOK is not to arrive earlier than three days prior to or depart later than three days after the member's approved leave period.
- (7) **(Qualifying time for HLTA)** The qualifying time for an eligible member:
- (a) at a post, commences on the date of arrival of the member at the post and ceases on the date of departure of the member from the post;
  - (b) aboard an HMCS or allied ship, commences on the date on which the ship departs for the post and ceases the date the ship returns to the previous place of duty or arrives at a newly assigned place of duty; or
  - (c) who joins an HMCS ship or allied ship en route or already at the post, commences on the date on which the member boards the ship and ceases the date the ship returns to the previous place of duty or arrives at a newly assigned place of duty.
- (8) **(Early termination)** If due to service reasons, a member's deployment or assignment is terminated early and:
- (a) the member travelled on approved leave and HLTA was authorized prior to the deployment or assignment being terminated, the HLTA is not recovered; or
  - (b) the member was not granted leave prior to the termination of the deployment or assignment, the member is not entitled to HLTA.
- (9) **(HLTA combined)** If two or more members who have been authorized an HLTA travel together, each member must provide receipts for their eligible expenses and each invoice can only be used by one member for verification purposes.
- (10) **(HLTA not authorized)** HLTA is not authorized:

- (a) in the first 30 calendar days at the post or during the last 30 calendar days at the post;
  - (b) upon return to Canada at the end of a deployment or assignment; or
  - (c) if a member is entitled to family reunion travel under section 12 (*Education and Related Care of Dependent Children*).
- (11) **(Transportation on leave)** A member who is entitled to HLTA is not entitled to assistance under CBI 209.50 (*Transportation on Leave*).

**10.21.05 – HLTA FOR TRAVEL TO HOME OR PREVIOUS PLACE OF DUTY**

(1) **(Travel by air)** If travelling by air, reimbursement is restricted to the following expenses, subject to the provision of receipts:

(a) the most economical direct routing airfare from the member’s post to the member’s home or previous place of duty:

(i) determined by the Approving Authority (AA), the Task Force Commander or the Canadian Forces Personnel Support Agency, or

(ii) obtained by the member directly with a travel agent or carrier;

(b) ground transportation to and from the airport consisting of:

(i) transportation provided by the Canadian Forces (CF),

(ii) the most direct and economical commercial means of transportation between the airport and the member’s home or previous place of duty. If two or more members travel in the same taxi, only one member may claim reimbursement,

(iii) a maximum of two days automobile rental. If two or more members travel in the automobile, only one member may claim reimbursement, or

(iv) the low kilometric rate if a member uses a PMV, not to exceed the official direct distance as set out in the *Canadian Distance Guide* between the airport and the member’s home or previous place of duty. If two or more members travel in the same PMV, only one member may claim reimbursement of the kilometric rate;

(c) road and ferry tolls necessarily incurred;

(d) parking at the airport not to exceed three hours; and

(e) airport taxes, fuel and security surcharges when not included in airfare.

(2) **(Travel by modes other than air)** If leave travel is not by air, the expenses that may be reimbursed, depending on the destination and the mode of travel used include, but are not restricted to:

(a) the most economical rail or bus pass;

(b) automobile or motorcycle rental for the number of days determined by the following formula, including basic insurance required by law in the location where the automobile or motorcycle is rented and the cost of fuel,

$$A/650 = B$$

$$B \times 2 = C$$

where

A is the official direct distance as set out in the *Canadian Distance Guide* between the post and the member’s home or previous place of duty;

B is the result of the formula rounded to the highest whole number;

C the total number of days a member is entitled to rent an automobile for the trip;

(c) the low kilometric rate for the distance between the member’s post and the member’s home or previous place of duty, if a member uses a PMV, not to exceed the official direct distance as set out in the *Canadian Distance Guide*. If two or more members travel in the same PMV, only one member may claim reimbursement of the kilometric rate; and



(d) road and ferry tolls necessarily incurred.

(3) **(Non-reimbursable expenses)** The following expenses will not be reimbursed:

(a) transportation provided by the CF or a third party;

(b) transportation expenses on leave travel used to meet the 50% verification requirement under section 22 (*Vacation Travel Allowance*);

(c) business or first class travel;

(d) meals;

(e) lodging;

(f) incidental expenses;

(g) fuel if PMV kilometric rate is claimed;

(h) medical and other types of travel insurance including those charged by the travel agent except those under paragraphs (2) and (3); and

(i) automobile rental and associated costs such as fuel during the period of leave at the member's home or previous place of duty.

(4) **(Insurance)** The member is responsible to ensure that invoices show transportation costs, trip cancellation and travel health insurance costs separately.

#### 10.21.06 – HLTA FOR TRAVEL TO A THIRD LOCATION

(1) **(Amount)** The amount of HLTA for the applicable post for travel to a third location shall be the average cost of the most economical return airfare, as established by Director Compensation and Benefits Administration (DCBA), for the most direct flight between the post and Halifax, Quebec City, Ottawa, Winnipeg, Edmonton, and Victoria based on a 60-day advanced booking.

(2) **(Limit)** The allowance for transportation expenses for a direct return journey between the member's post and a third location is provided only for the travel of a member or a member and one next of kin.

(3) **(Direct travel)** All travel is to be direct to a third location and a member is not entitled to travel:

(a) to or from the member's home or previous place of duty via a third location; or

(b) to or from a third location via a member's home or previous place of duty.

(4) **(HLTA use)** HLTA for travel to a third location is a fixed allowance that is provided for the following expenses only:

(a) airfare;

(b) ground transportation to and from the airport;

(c) the low kilometric rate from where the travel began if a member uses a PMV;

(d) road and ferry tolls necessarily incurred;

(e) parking charges at the airport not to exceed three hours;

(f) airport taxes, fuel and security surcharges when not included in the airfare;

(g) rail or bus pass, if the rail or bus pass:

(i) includes meals and accommodation, 50% of the ticket price is used for verification purpose,

(ii) includes accommodation, 75% the ticket price is used for verification purposes,

(iii) does not include meals and accommodation, the entire cost is used for verification purposes;

(h) automobile or motorcycle rental including basic insurance required by law in the location where the car or motorcycle is rented and the cost of fuel;

(i) the transportation portion only of a package cruise, safari or tour. if a cruise, safari or tour includes meals, beverages or accommodation, 50% of the ticket price is used for verification purposes. if a cruise, safari or tour does not include meals, beverages or accommodation, the entire cost may be used for verification purposes;

(j) public transit; and

(k) any reasonable expense for a mode of transportation not listed above is to be sent to DCBA for approval.

(5) **(Non-acceptable use)** HLTA under this instruction is not to be used for the following expenses:

(a) transportation provided by the Canadian Forces or a third party;

(b) business or first class travel;

(c) transportation expenses on leave travel used to meet the 50% verification requirement under section 22 (*Vacation Travel Allowance*);

(d) daily tours or cruises;

(e) meals;

(f) lodging;

(g) incidental expenses;

(h) fuel if a PMV is used; and

(i) medical and other types of travel insurance including those charged by the travel agent.

(6) **(Insurance)** The member is responsible to ensure that invoices show transportation costs, trip cancellation and travel health insurance costs separately.

(7) **(Verification)** The member is required to prove to the Approving Authority or the Task Force Commander that HLTA claimed for leave travel to a third location was expended in accordance with paragraph (4) by providing:

(a) proof upon completion of leave travel for which the HLTA is claimed that the HLTA was used as intended;

(b) proof of having reached the authorized leave destination or having completed the travel plan which may consist of hotel receipts, boarding passes or passport entries but not an approved leave form;

(c) clearly identified transportation costs on any proof submitted. If insurance costs are included in the ticket price, the member is responsible to ensure that transportation costs and insurance costs are shown separately on the invoice.

(8) **(Unsubstantiated portion)** If a member cannot prove that 90% of the HLTA has been used for the purpose intended, the unsubstantiated portion of the HLTA is to be recovered from the member.

#### 10.21.07 – HLTA FOR REVERSE HOME LEAVE TRAVEL

(1) **(Conditions for entitlement)** If a member's next of kin (NOK) travels in lieu of the member, the member is entitled to reimbursement for expenses in paragraph (2) or (3), subject to the following:

(a) reimbursement is not to exceed the cost of the direct return transportation from the member's post to the member's home as set out in CBI 10.21.04(1)(a) (*Entitlement*);

(b) the most economical form of transportation is used for travel;

(c) the Reverse Home Leave Travel (RHLT) is not utilized to reunite a member with their NOK for a period longer than the member's approved leave period; and

(d) reimbursement of expenses is limited to those for the travel of one NOK.

(2) **(Travel by air)** If travelling by air, reimbursement under paragraph (1) is limited to the following expenses, subject to the provision of receipts:

(a) the lesser of the most economical direct routing airfare from the member's post to the member's home:

(i) determined by the Approving Authority, the Task Force Commander, or the Canadian Forces Personnel Support Agency, and

(ii) obtained by the member directly with a travel agent or carrier;

(b) ground transportation to and from the airport consisting of:

(i) the most direct and economical commercial means of transportation between the airport and the member's home,

(ii) a maximum of two days automobile rental, or

(iii) the low kilometric rate if a member uses a PMV, not to exceed the official direct distance as set out in the *Canadian Distance Guide* between the airport and the member's home or previous place of duty. If two or more members travel in the PMV, only one member may claim reimbursement of the kilometric rate;

(c) road and ferry tolls necessarily incurred;

(d) parking not to exceed three hours at the airport; and

(e) airport taxes, fuel and security surcharges when not included in airfare.

(3) **(Travel by modes other than air)** If leave travel to the member's post is not by air, expenses that may be reimbursed depend on the destination and the mode of travel used include but are not restricted to:

(a) the most economical rail or bus pass;

(b) automobile or motorcycle rental including basic insurance required by law in the location where the automobile or motorcycle is rented, and fuel costs; or

(c) the low kilometric rate from where the travel began if a member uses a PMV; and

(d) road and ferry tolls necessarily incurred.

(4) **(Non-reimbursable expenses)** The following expenses will not be reimbursed:

(a) transportation provided by the Canadian Forces or a third party;

(b) transportation expenses on leave travel used to meet the 50% verification requirement under section 22 (*Vacation Travel Allowance*);

(c) business or first class travel;

(d) meals;

(e) lodging;

(f) incidental expenses;

(g) fuel if a PMV is used;

(h) medical and other types of travel insurance including those charged by the travel agent; and

(i) automobile rental and associated costs such as fuel during the period of leave at the member's post.

(5) **(Insurance)** The member is responsible to ensure that invoices show transportation costs, trip cancellation and travel health insurance costs separately.

## SECTION 22 – VACATION TRAVEL ALLOWANCE

### 10.22.01 – INTENT

The intent of Vacation Travel Allowance is to assist members and their families to take a vacation away from the post during each posting, with more frequent travel provisions for members at more difficult posts.

#### 10.22.02 – ELIGIBLE MEMBERS

- (1) **(Eligible members)** This section applies to a member posted to a place of duty outside Canada for a period of twelve months or more.
- (2) **(Service Couple)** Each member of a service couple is entitled to a vacation travel allowance, except that only one member of a service couple may claim the entitlement under this section for each dependant or special dependant.

#### 10.22.03 – ENTITLEMENT

- (1) **(Entitlement)** Subject to the other provisions of this section, a member and any dependant normally residing with the member at the post, including special dependants and dependent students attending primary or secondary school away from the post but not in Canada, are entitled under the terms and conditions of FSD 50, to a vacation travel allowance (VTA) to assist them in taking a vacation in Canada or some other location.
- (2) **(VTA rates)** The Director Compensation and Benefits Administration establishes annually on 01 June, a VTA Rate Table in accordance with the method set out in FSD 50.
- (3) **(Rate applicable to member)** A member's initial VTA rate is the rate applicable on the member's arrival at the post. Subsequent VTA rates are based on the VTA rate table in effect on the date of the subsequent VTA request, if any.

#### 10.22.04 – VERIFICATION

- (1) **(Requirement)** A member who receives a vacation travel allowance (VTA) is required to prove that the VTA was expended in accordance with CBI 10.22.03 (*Entitlement*) by providing proof to the Approving Authority:
  - (a) within 30 days of completion of travel if the VTA is used for one trip; and
  - (b) on completion of all travel for which VTA was issued, but no later than the final departure from the post, if the VTA is used for more than one trip.
- (2) **(Retention of proof of travel)** The member is to retain proof, including approved leave forms, of the travel.
- (3) **(Verification)** VTA is verified subject to the following:
  - (a) the VTA of the member and each eligible dependant and special dependant is verified on an individual basis; and
  - (b) at least 50% of the VTA must have been used for transportation expenses, and in the case where a member uses their PMV the low kilometric rate applies;
  - (c) 90% of the VTA has been spent on travel and travel-related expenses in accordance with this section.
- (4) **(Home Leave Travel Assistance)** Transportation expenses on travel for which an assistance under section 21 (*Home Leave Travel Assistance*) is claimed cannot be used to meet the 50% verification requirement under this section.
- (5) **(Recovery)** If proof of the expenditures cannot be produced the amount issued for the VTA will be recovered from the member.
- (6) **(Unsubstantiated portion)** A member who cannot prove that the VTA has been used for the purpose intended is to return the unsubstantiated portion of the VTA or use the unsubstantiated portion of the VTA for future travel before the end of their posting.
- (7) **(Household size decreases)** If the member's household size decreases after a VTA has been issued but before it has been used, the member is responsible to return any unused portion of the VTA for that dependant or special dependant.
- (8) **(Additional VTA)** No additional VTA will be issued until the verification procedure and adjustments, if any, have been completed.

### SECTION 23 – COMPASSIONATE TRAVEL

#### 10.23.01 – INTENT

(1) **(Intent)** Compassionate Travel Assistance is designed to compensate a member at a post for transportation and travelling expenditures arising from:

(a) the serious illness or injury of a dependent student or infirm child; or

(b) the critical illness, critical injury or death of a:

(i) the father or the mother of the member,

(ii) the father or the mother of the member's spouse or common-law partner,

(iii) brother or sister of the member or the member's spouse or common-law partner,

(iv) member of the family unit as defined in FSD 54, or

(v) a non-dependent child of the member of the member's spouse or common-law partner.

(2) **(Parental assistance)** There is a provision for travel to assist the father or mother of the member or spouse or common-law partner through a major life event such as on giving up the family residence and moving into an eldercare facility.

#### 10.23.02 – ELIGIBLE MEMBERS

(1) **(Eligible members)** This section applies to a member who is posted, attached posted or attached posted (temporary) to a place of duty outside Canada.

(2) **(Service couple)** For the purposes of this section, one of the members of a service couple, designated by the couple, is deemed to be a dependant of the other member.

#### 10.23.03 – ENTITLEMENT

(1) **(Entitlement)** Subject to the provisions of this section, a member who is granted compassionate leave under article 16.17 (*Compassionate Leave*) of the QR&O is entitled to Compassionate Travel Assistance under the terms and conditions of FSD 54, except that the employee's share under FSD 54 does not apply.

(2) **(Accommodation)** For any accommodation entitlement existing for employees at the headquarter city under FSD 54, a member is entitled under this section to accommodation at the location to which the member is entitled to travel to for compassionate reasons.

(3) **(Verification)** A member who receives a CTA is required to provide proof of travel to the AA within 30 days of completion of travel.

(4) **(Additional CTA)** No additional CTA will be issued until the verification procedure and adjustments, if any, have been completed.

[http://www.un.org/Depts/OHRM/salaries\\_allowances/allowances/msa.htm](http://www.un.org/Depts/OHRM/salaries_allowances/allowances/msa.htm)

## WHAT IS MISSION SUBSISTENCE ALLOWANCE (MSA)?

Mission subsistence allowance (MSA) is a daily allowance payable by the Organization for living expenses incurred by staff members in the field in connection with their temporary assignment or appointment to a special mission\*.

\*The special mission area shall be defined by the Organization in accordance with relevant resolutions of the Security Council and the General Assembly.

### ● WHO IS ENTITLED?

All international civilian staff, civilian police and military observers **assigned** to a special mission.

### ● ESTABLISHMENT OF MSA RATES

- MSA rates are established for each mission on the basis of cost of long-term accommodation, food and miscellaneous expenses at the duty station of the mission assignment;
- MSA rates may be established wholly or partly in the currency of the mission area;
- The rates are subject to reductions to reflect accommodation and/or food provided by the Organization:
  - When accommodation is provided free of charge by the United Nations, the standard rate of MSA will be reduced by 50 per cent regardless of whether the accommodation provided is permanent, prefabricated or tented.

### PAYMENT OF MSA RATES

- MSA is payable:
  - for actual work days spent in the mission area;
  - for weekends and official holidays spent within or outside the mission area;
  - for annual leave accrued while on mission assignment, and taken prior to the expiration of the mission assignment where the annual leave was accrued provided that annual leave with MSA at the end of mission assignment may not exceed 10 working days, and may be taken only after authorization by the responsible official, who shall decide whether to approve the leave request on the basis of operational needs. Exceptionally, staff members reassigned from one special mission to another shall be allowed to carry forward up to 14 calendar days of annual leave with MSA accrued at the previous special mission, for which the allowance will be paid at the rate applicable when the leave is taken at the new mission;

- For periods of official business within the mission area, the accommodation portion of the regular mission subsistence allowance shall remain payable;
- A staff member travelling on official business requiring **an overnight stay at a location other than his or her regular duty station *within* the mission area** shall receive the 'first 30 days' mission subsistence allowance rate established for the location of the overnight stay. For travel on extended official business for more than 30 consecutive days, the 'after 30 days' mission subsistence allowance rate for the location of the overnight stay shall be payable;
- A staff member traveling on official business outside the mission area shall receive the accommodation portion of the MSA applicable at the duty station of the mission assignment **and** the daily subsistence established by the [ICSC](#) for the designated travel location. No daily subsistence allowance is payable when on official travel to the parent duty station;
- for sick leave or maternity leave, subject to the conditions specified below;
  - For periods of official business outside the mission area, including when a staff member is on authorized medical evacuation, the accommodation portion of the MSA shall remain payable;
  - A staff member hospitalized **in** the mission area shall be entitled to the accommodation portion of the MSA;
  - MSA shall not be payable when a staff member is hospitalized or on sick leave **outside** the mission area. However, in case of hospitalization, and in case of maternity leave outside the mission area, the United Nations shall pay for retained accommodation subject to submission of supporting documentation and up to 50 per cent of the MSA rate.

For more complete information and up to date rates on all allowances, please refer to the following websites Treasury Board of Canada Secretariat (TBS), Department of National Defence (DND) and United Nations (UN):

[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_1112/fsd-dse\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_1112/fsd-dse_e.asp) - Treasury Board Foreign Service Directives

[http://www.dnd.ca/dgcb/cbi/engraph/home\\_e.asp?sidesection=6&sidecat=17&chapter=10](http://www.dnd.ca/dgcb/cbi/engraph/home_e.asp?sidesection=6&sidecat=17&chapter=10) Canadian Forces Military Foreign Service Instructions

[http://www.un.org/Depts/OHRM/salaries\\_allowances/allowanc.htm](http://www.un.org/Depts/OHRM/salaries_allowances/allowanc.htm) United Nations Allowance Rates.

UN link as on UN missions, members are provided with Mission Subsistence Allowance that covers their meals, rent, utilities, etc. Information on those can be found at

[http://www.un.org/Depts/OHRM/salaries\\_allowances/allowances/msa.htm](http://www.un.org/Depts/OHRM/salaries_allowances/allowances/msa.htm)