

RCMP INTEGRATED RELOCATION PROGRAM

TABLE OF CONTENTS

GENERAL PRINCIPLES RCMP INTEGRATED RELOCATION PROGRAM	Section <u>1</u>
Effective Date	<u>1.01.</u>
Purpose and Scope	<u>1.02.</u>
Responsibilities	<u>1.03.</u>
Notification of Relocation	<u>1.04.</u>
Employee-Requested Relocation	<u>1.05.</u>
Special Interim Accommodation, Meals and Miscellaneous Relocation Allowance (IAM&MA)	<u>1.06.</u>
Cancellation of Relocation	<u>1.07.</u>
40-Kilometre Rule	<u>1.08.</u>
Application	<u>1.09.</u>
Contractor	<u>1.10.</u>
Introduction	<u>1.11.</u>
Eligibility	<u>1.12.</u>
Retirees	<u>1.13.</u>
Exceptional Circumstances	<u>1.14.</u>
Decision Review	<u>1.15.</u>
Benefits Table	<u>1.16.</u>
Core Envelope	<u>1.17.</u>
Customized and Personalized Envelopes	<u>1.18.</u>
Spousal Services	<u>1.19.</u>

CUSTOMIZED AND PERSONALIZED FUNDING FORMULA	Section <u>2</u>
Introduction	<u>2.01.</u>
Calculation of the Customized and Personalized Funding Formulas	<u>2.02.</u>
Real Estate Commission	<u>2.03.</u>
Transportation of Family	<u>2.04.</u>
Transportation of Household Goods	<u>2.05.</u>
Non-Accountable Incidental Relocation Expenses Allowance	<u>2.06.</u>
Non-Admissible Items	<u>2.07.</u>
Real Estate Commission Savings	<u>2.08.</u>
Savings from Shipping Fewer Household Goods	<u>2.09.</u>
Savings from a Shorter HHT	<u>2.10.</u>
Savings from Reducing Long-Term Storage Costs	<u>2.11.</u>
Transfer Allowance	<u>2.12.</u>
HOUSE HUNTING TRIP (HHT)	Section <u>3</u>
Policy	<u>3.01.</u>
Additional Service or Assistance with IRP	<u>3.02.</u>
Funding Overview	<u>3.03.</u>
Authorization/Duty Status	<u>3.04.</u>
Travel Time	<u>3.05.</u>
Duration of HHT	<u>3.06.</u>
Extended HHT	<u>3.07.</u>
Additional Traveling Expenses for Children	<u>3.08.</u>

Travel Status	<u>3.09.</u>
Hotel/Motel - Occupancy Principles	<u>3.10.</u>
Accommodation Cost	<u>3.11.</u>
Meals and Incidentals	<u>3.12.</u>
Return Transportation	<u>3.13.</u>
Local Transportation	<u>3.14.</u>
Commuting for HHT	<u>3.15.</u>
Telephone Calls	<u>3.16.</u>
Dependent Care	<u>3.17.</u>
Boarding of Pets	<u>3.18.</u>
More than One HHT	<u>3.19.</u>
Destination Home Inspection Trip (DHIT)	<u>3.20.</u>
HHT After Arrival at New Location	<u>3.21.</u>
Unsuccessful HHT	<u>3.22.</u>
INTERIM ACCOMMODATION, MEALS AND MISCELLANEOUS RELOCATION ALLOWANCE (IAM&MA)	Section <u>4</u>
Policy	<u>4.01.</u>
Funding Overview	<u>4.02.</u>
Responsibility	<u>4.03.</u>
Member's Responsibility	<u>4.04.</u>
Regional Corporate Management Branch Responsibility	<u>4.05.</u>
Manager's Responsibility	<u>4.06.</u>
Principle for Reimbursement	<u>4.07.</u>
Door-to-Door Moves	<u>4.08.</u>

Leave en route	<u>4.09.</u>
Benefit	<u>4.10.</u>
Abatement of IAM&MA	<u>4.11.</u>
When Authorized to Move	<u>4.12.</u>
Preparation and Delivery of Household Goods	<u>4.13.</u>
Additional Days/Pack	<u>4.14.</u>
Awaiting Occupancy	<u>4.15.</u>
Commercial Accommodation	<u>4.16.</u>
Non-commercial and/or Private Accommodation	<u>4.17.</u>
Combined Commercial/Non-commercial Accommodation	<u>4.18.</u>
Meals and Miscellaneous Relocation Allowance	<u>4.19.</u>
Meals on the First and Last Days of IAM&MA	<u>4.20.</u>
Meals in Excess of 10 Days	<u>4.21.</u>
Accommodation in Excess of 15 Days	<u>4.22.</u>
Dependent Care during Packing and Unpacking	<u>4.23.</u>

TRAVEL TO THE NEW LOCATION	Section 5
-----------------------------------	------------------

Policy	<u>5.01.</u>
Funding Overview	<u>5.02.</u>
Daily Miscellaneous Relocation Expense Allowance	<u>5.03.</u>
Travel Time	<u>5.04.</u>
Commercial Accommodation	<u>5.05.</u>
Non-commercial/Private Accommodation	<u>5.06.</u>
Combined Commercial/Non-commercial Accommodation	<u>5.07.</u>
Hotel/Motel Occupancy Principles	<u>5.08.</u>

Accommodation Cost	<u>5.09.</u>
Meals and Miscellaneous Allowance	<u>5.10.</u>
Selecting the Mode of Transportation	<u>5.11.</u>
Kilometric Allowance	<u>5.12.</u>
PMV Passenger	<u>5.13.</u>
Ferry and Toll Charges	<u>5.14.</u>
Business Class Upgrade on Commercial Carrier	<u>5.15.</u>
Stopover or Delays while en route	<u>5.16.</u>
Separated Dependents	<u>5.17.</u>

RENTAL ACCOMMODATION	Section 6
-----------------------------	------------------

Policy	<u>6.01.</u>
Funding Overview	<u>6.02.</u>
Member's Responsibility	<u>6.03.</u>
Rent or Lease Liability	<u>6.04.</u>
Reimbursement for Property Damages	<u>6.05.</u>
Professional Cleaning of Former Residence	<u>6.06.</u>
Rental Agency Finding Fees	<u>6.07.</u>
Temporary Dual Residence Assistance (TDRA)	<u>6.08.</u>

SALE OF HOME	Section 7
---------------------	------------------

Policy	<u>7.01.</u>
Funding Overview	<u>7.02.</u>
Time Limit on Sale	<u>7.03.</u>

Occupancy Requirements	<u>7.04.</u>
Lot Size	<u>7.05.</u>
Real Estate Commission	<u>7.06.</u>
Legal Fees and Disbursements	<u>7.07.</u>
Appraisal Fees	<u>7.08.</u>
Mortgage Breaking Penalties	<u>7.09.</u>
Attending Fees or Power of Attorney	<u>7.10.</u>
Temporary Dual Residence Assistance (TDRA) – Conditions of Reimbursement	<u>7.11.</u>
TDRA - Member Moves Household Goods and Effects and Family	<u>7.12.</u>
TDRA - Member Proceeds Unaccompanied	<u>7.13.</u>
TDRA - Member Moves Household Goods and Effects - Leaves One or More Dependents at Former Place of Duty	<u>7.14.</u>
TDRA – Weekend Travel Home	<u>7.15.</u>
Commuting Assistance	<u>7.16.</u>
Building/Structural Inspection	<u>7.17.</u>
Return Trip to Finalize Sale	<u>7.18.</u>
Return Trip to Effect Move	<u>7.19.</u>
Selling Property for less than 95% of Appraised Value	<u>7.20.</u>
Home Equity Assistance Program (HEAP)	<u>7.21.</u>
Depressed Market Status	<u>7.22.</u>
Capital Improvements	<u>7.23.</u>
Professional Cleaning of Residence	<u>7.24.</u>
Income Property	<u>7.25.</u>
Private Sale	<u>7.26.</u>
Co-ownership	<u>7.27.</u>
Marketing Incentives	<u>7.28.</u>
Incentive Credited to Personalized Envelope	<u>7.29.</u>

PURCHASE OF REPLACEMENT RESIDENCE	Section 8
Policy	<u>8.01.</u>
Funding Overview	<u>8.02.</u>
Time Limit to Purchase	<u>8.03.</u>
Occupancy Requirements	<u>8.04.</u>
Lots and Lot Size	<u>8.05.</u>
New Home Construction	<u>8.06.</u>
Purchase After Move	<u>8.07.</u>
Non-Admissible Expenses	<u>8.08.</u>
Income Properties	<u>8.09.</u>
Co-Ownership	<u>8.10.</u>
Loss of Deposit	<u>8.11.</u>
Mobile Homes	<u>8.12.</u>
Legal Fees	<u>8.13.</u>
Building/Structural Inspection	<u>8.14.</u>
Attending Fees and Power of Attorney	<u>8.15.</u>
Mortgage Interest Differential	<u>8.16.</u>
Mortgage Default Insurance (MDI) Premium	<u>8.17.</u>
Other Mortgage Provisions	<u>8.18.</u>
Interest on Short-Term Personal Loan	<u>8.19.</u>
Interest on Short-Term Bridging Loan	<u>8.20.</u>
Interest on a Subsidized Home Relocation Loan	<u>8.21.</u>
Mortgage Interest Buy-Down	<u>8.22.</u>
Professional Cleaning of Residence	<u>8.23.</u>

MOVEMENT OF MOBILE HOMES	Section 9
---------------------------------	------------------

Policy	<u>9.01.</u>
Funding Overview	<u>9.02.</u>
Entitlement	<u>9.03.</u>
Non-Transferable Savings	<u>9.04.</u>
Responsibility	<u>9.05.</u>
Prohibited Move of a Mobile Home	<u>9.06.</u>
Storage	<u>9.07.</u>
Moving from Storage	<u>9.08.</u>
Other Service Charges	<u>9.09.</u>
Transit Time	<u>9.10.</u>

SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS	Section 10
--	-------------------

Policy	<u>10.01.</u>
Funding Overview	<u>10.02.</u>
Weight Entitlement	<u>10.03.</u>
Weight Restrictions to an Isolated Post	<u>10.04.</u>
Qualifying Rooms	<u>10.05.</u>
Transferable Savings	<u>10.06.</u>
Sundry Accountable Incidental Relocation Expenses	<u>10.07.</u>
Non-Admissible Items	<u>10.08.</u>
Storage-in-Transit	<u>10.09.</u>
Long-Term Storage	<u>10.10.</u>

Savings from Reducing Long-Term Storage Costs (for appliances only)	<u>10.11.</u>
Partial Shipping/Storage	<u>10.12.</u>
Basic Insurance Coverage	<u>10.13.</u>
Crating	<u>10.14.</u>
Shipment of Personal Motor Vehicle	<u>10.15.</u>
Shipment of Personal Motor Vehicle to an Isolated Post	<u>10.16.</u>
Shipment of Recreational Vehicle/Boat/Motorcycle/All-Terrain Vehicle/Trailer/Snowmobile	<u>10.17.</u>
Additional Shipping Expenses	<u>10.18.</u>
Transportation of Pets	<u>10.19.</u>
Time Off for Packing	<u>10.20.</u>
Packing/Loading and Unloading/Unpacking	<u>10.21.</u>
Transportation Expenses	<u>10.22.</u>
OTHER RELOCATION MOVES WITHIN CANADA (RCMP)	Section <u>11</u>
Presale of Principal Residence	<u>11.01.</u>
Isolated Posts	<u>11.02.</u>
Transferable Savings	<u>11.03.</u>
UNACCOMPANIED MOVES WITHIN CANADA (All Members)	Section <u>12</u>
Distinction	<u>12.01.</u>
Unaccompanied Moves	<u>12.02.</u>
Unused Core Benefits	<u>12.03.</u>
Unused Personalized Funds	<u>12.04.</u>

Transferable Credit for Not selling Home	<u>12.05.</u>
Retention of Residence at Former Workplace	<u>12.06.</u>
Moving from Major Center to Isolated Post	<u>12.07.</u>
Disposal Costs	<u>12.08.</u>
Moving from Major Center to Another Major Center (Permanent Long-Term Moves)	<u>12.09.</u>
Future Visitation	<u>12.10.</u>
Future Transfer/Relocation	<u>12.11.</u>

EXECUTIVE GROUP EX-EQUIVALENT APPOINTEES Section **13**

IRP Application	<u>13.01.</u>
10% Home Sale Assistance	<u>13.02.</u>
Weekend Travel Home Every Two Weeks	<u>13.03.</u>
Disposal/Acquisition Cost	<u>13.04.</u>
Enhanced EX-Equivalent Services	<u>13.05.</u>
RCMP EX-Equivalent Entitlements	<u>13.06.</u>

RETIRING RCMP MEMBERS Section **14**

Policy	<u>14.01.</u>
Authority to Relocate	<u>14.02.</u>
House Hunting Trip (HHT)	<u>14.03.</u>
Disposition and Acquisition of Accommodation	<u>14.04.</u>
Real Estate/Legal Fees	<u>14.05.</u>
Temporary Dual Residence Assistance (TDRA)	<u>14.06.</u>
Lease Liability	<u>14.07.</u>
Movement of Mobile Homes	<u>14.08.</u>
Accommodation/Meals/Incidentals	<u>14.09.</u>
Sundry Accountable and Non-Accountable Incidental Relocation Expenses	<u>14.10.</u>

PRE-RETIREMENT RELOCATION	Section <u>15</u>
Policy	<u>15.01.</u>
Funding Overview	<u>15.02.</u>
DEFINITIONS	Section <u>16</u>
APPENDICES	
Recap of Miscellaneous Allowances/Expenses	<u>Appendix "A"</u>
Waiver – Incentive Not to Sell Principal Residence	<u>Appendix "B"</u>
Retention of Principal Residence at Former Workplace	<u>Appendix "C"</u>
Common Law Declaration	<u>Appendix "D"</u>
Retirement Relocation Applicable and Non-Applicable Benefits	<u>Appendix "E"</u>
Detailed Funding Formulas	<u>Appendix "F"</u>

GENERAL PRINCIPLES

RCMP INTEGRATED RELOCATION PROGRAM

Section 1

1.01.
Effective
Date

1. Treasury Board has approved the RCMP Integrated Relocation Program (IRP) effective 2007-04-01.

1.02.
Purpose and
Scope

1. It is the policy of the RCMP that in any relocation, the aim is to relocate a member in the most efficient fashion. That is, at the most reasonable cost to the public, yet having a minimum detrimental effect on a member and his/her family and on RCMP operations.
2. The IRP is designed to provide a member with professional assistance throughout every step of the relocation with the view of presenting a member every reasonable opportunity to use the necessary and available benefits.
3. The program comprises the following components: Core envelope (see Section 1.17.), Customized and Personalized envelopes (see Section 1.18.). While the use of the Core envelope is not mandatory, there is no provision for those items that are not used, to be exchanged or assigned any monetary value which could be added to the Personalized envelope. A member who chooses not to use the provisions of the Core envelope forfeits them.

Example: A member who opts not to go on a house hunting trip (HHT) foregoes a Core entitlement and will not receive a monetary value for this action.

4. Should all the available funds in the Customized envelope not be necessary, they will remain with the RCMP. On the other hand, should the individual requirements exceed the funds available in the Customized envelope, a member will be able to draw-down funds from the Personalized envelope generated from earned IRP financial incentives and savings. Any unused portion of the earned IRP financial incentives and savings (in the Personalized envelope) will be paid to a member at the conclusion of the move, which has to occur within 24 months from the date the member joined the IRP, i.e. was registered with the Third-Party Service Provider. An information slip or Relevé 1 may be generated for income-tax purposes since the unused funds may be deemed to be employment benefits.
5. Customized and personalized benefits are identified in this appendix and will be reimbursed at the discretion of the Departmental National Coordinator and will be based on actual and reasonable expenses in keeping within justifiable use of public funds.

6. This appendix and any limitations thereto are published as policy and not as permissive guidelines. The relocation policy is premised on the reimbursement of actual, reasonable and legitimate relocation expenses. Discretion, be it at the member, managerial or departmental level, will be confined to those provisions where discretion is specifically authorized.
7. The relocation provisions which generally apply to moves within Canada will provide only for a member's legitimate expenses, without opening the way for personal gain or for the underwriting of extravagances. When selecting a service provider, a member will ensure that an arm's length relationship exists.
8. The approval of the Project Authority at Treasury Board Secretariat is required for payment of relocation expenses not covered by this appendix or under the terms of the contract with the Third-Party Service Provider.
9. In the event that a member's principal residence is sold within the time that a transfer notice has been received and the consultation with the Third-Party Service Provider has not been completed, the sale price will be used in lieu of an appraisal to establish the funding envelope.
10. Unless specifically stated otherwise, the standards, rates or allowances and the reimbursement of expenses incurred as authorized in this appendix will be applied to all eligible persons irrespective of age, sex, marital or family status, disability or regional area involved. Travel and shipment of household goods and effects provisions will comply with the provisions of the current Treasury Board Travel Directive and the Household Goods Removal Service contract, unless exceptions are specified in this appendix.

**1.03.
Responsibilities**

1. It is the responsibility of the RCMP to reimburse a member's actual and reasonable relocation expenses, within the limits of this appendix, when the relocation is made at the request of the RCMP. Reimbursement of relocation expenses not authorized within this appendix must be approved, on an exception basis, by Treasury Board Secretariat.
2. The Commissioner is responsible for the implementation of the RCMP Program Directive within his/her departmental jurisdiction. The Commissioner may delegate the authority to departmental managers who have authority delegated under Section 34 of the *Financial Administration Act* as outlined in the Treasury Board's Guide on Financial Administration in Departments and Agencies of the Government of Canada. Except where an isolated post or the authorities referred to in Sections 1.09.1 and 1.11.2, are involved, all previous authorities concerning relocation for RCMP members within Canada are hereby rescinded. Nevertheless, some provisions require the personal approval of the Departmental National Coordinator, specifically identified for this program. The program delivery costs are to be assumed by the RCMP as per the approved fee-for-service schedule. This is intended to assist management in the administration of the IRP.

3. Members who recommend, authorize, interpret, process payment, review, and audit expense claims/entitlements are considered as management for the purposes of this program and they should be familiar with the Treasury Board Travel Directive and this appendix prior to the authorization or review of travel expenditures and Household Goods Removal Service (HGRS) contract expenses.
4. Line managers and supervisors are encouraged to focus on the correct pre-authorization process put in place during the IRP, i.e. each member must be referred to a Third-Party Service Provider, without the RCMP providing funding assistance from within. NOTE: It is at this stage that important decisions are made.
5. Unless the authority to relocate is properly pre-authorized, in accordance with the provisions of this appendix, a member is placed at a disadvantage because there is no authority under the *Financial Administration Act* (FAA) for managers to reimburse expenses that fall outside the negotiated terms of this appendix. There should be no discretion to adjust claims to suit individual situations that are outside the provisions of this appendix.
6. A member is equally responsible to know that the terms requested and claims must be in accordance with this appendix because these terms and conditions form part of the relocation services contract. It is recommended that a member does not enter into a contract for services prior to consultations with a Third-Party Service Provider since it could restrict a member's entitlements.
7. The RCMP will reimburse a member for a wide range of relocation expenses. However, these expenses must be directly attributable to the relocation, and must be clearly reasonable and justifiable. They must not upgrade the financial position of a member and must be supported by receipts as stipulated within this appendix.
8. Receipts must be original documents or the member's carbon copy (or monthly statement) of credit card expenditures. Photocopies are not acceptable. This is to ensure the validity of the reimbursement requested and to prevent duplicate reimbursement by the RCMP, or the Third-Party Service Provider. A member may sign a personal declaration justifying a loss due to exceptional circumstances.
9. Each member is reminded of the requirement established by an Act of Parliament; FAA Sections 34.1.a. and b.

**1.04.
Notification
of Relocation**

1. A member, who is issued an employer-requested transfer (“cost move”) by RCMP Staffing and Personnel, is required to contact the relocation reviewer no later than 21 days after receiving the date of notification in writing. The relocation reviewer will then immediately register the member with the Third-Party Service Provider. The Third-Party Service Provider will initiate the first contact with the member within 48 hours. A consultation with the Third-Party Service Provider will follow and will ensure that the member is counselled on his/her entitlements, options and responsibilities. **No delays will be permitted.**

2. A member who does not contact the relocation reviewer within the 21-day time limitation (or some mutually agreeable extension by the Receiving Commander as authorized by the Departmental National Coordinator and the Project Authority at Treasury Board Secretariat), may be ordered to proceed with the transfer within a reasonable time using, when approved, the options available under the IRP. To be eligible for relocation benefits, the member must comply with these conditions.
3. If a member is authorized to relocate while in travel status at the new place of duty, such circumstances will change the status from travel to relocation. The assistance should start the day following the effective date of relocation, i.e. the notice of transfer date. The member may then be eligible for exceptional interim entitlements under Section 1.06., if the stipulated conditions are met.
4. Under normal circumstances, a member will not be reimbursed expenses that are incurred for relocation before written authorization has been received.

**1.05.
Employee-
Requested
Relocation**

1. An employee-requested relocation is a non- mandatory transfer, which is formally agreed to by RCMP Staffing and Personnel and the member, with specified terms and conditions. The terms and conditions of the relocation assistance agreed upon shall be duly recorded and strictly adhered to.
2. Since an employee-requested relocation does not fall under the Integrated Relocation Program (IRP), the transferred member should not be registered with the Third-Party Service Provider. The transferred member is not entitled to the same financial assistance and benefits provided under the IRP. For example, the member's move is not paid for or enhanced through funding derived from Core, Customized or Personalized envelopes. The member does not receive entitlements such as the transfer allowance or the non-accountable incidental relocation expenses allowance, nor does the member receive any assistance with the disposal of property at origin and the acquisition of residence at destination. Notwithstanding these limitations and restrictions, other provisions of the IRP may be applied at the discretion of the Staffing and Personnel representative and the Regional Corporate Management Branch handling the file. It is important that when IRP provisions are applied, that the intent, limits and established criteria in the IRP are respected.
3. Although an employee-requested relocation is not governed by the IRP, the Regional Corporate Management Branch may seek the support and guidance of the office of the Departmental National Coordinator, if deemed necessary.

**1.06.
Special Interim
Accommodation,**

1. There may be exceptional circumstances when a member's services are required at new post before the relocation process is completed. When deemed that such exceptional circumstances exist, a business case may be

**Meals and
Miscellaneous
Relocation
Allowance
(IAM&MA)**

submitted to the Departmental National Coordinator, seeking approval of a special interim accommodation, meals and miscellaneous relocation allowance (IAM&MA).

2. To be considered for approval, the following conditions must be met:
 - The exceptional circumstances result from a compelling operational requirement or a critical need for the transferred member to immediately assume an important role in a key position before the relocation process is finalized.
 - The business case includes the support of the Commanding Officers / Director of both the departing and receiving Divisions.
 - The exceptional circumstances are expected to be short-term to meet an urgent need.
3. The Departmental National Coordinator has the authority to approve the following special IAM&MA entitlements:

Core Envelope

- Commercial accommodation, as per the range found in the [PWGSC Accommodation and Car Rental Directory](#), for up to 90 days
- Meal allowance at the applicable Treasury Board daily meal rate, for up to 30 days.
- Meal allowance at 65% of the applicable Treasury Board daily meal rate, for days 31 – 90.
- Daily miscellaneous relocation expense allowance, for up to 90 days.

The benefits outlined in section 4 of the RCMP IRP Policy (IAM&MA) are to be administered independently, and are in addition to the 90-day limitation outlined in this section. I.e.: Up to 90 days + up to 15 days.

4. These entitlements are applicable solely to the transferred member. They do not apply to dependents.
5. A request for an extension beyond this special IAM&MA must be approved by the Project Authority at Treasury Board Secretariat, via the Departmental National Coordinator.

**1.07.
Cancellation
of Relocation**

1. The Departmental National Coordinator is authorized to reimburse a member for expenses incurred when a transfer is cancelled by the RCMP for work-related reasons beyond a member's control. Such reimbursement will be limited to those expenses that were incurred after a member received written authorization to relocate. Any such expense must also be admissible under a specific provision of this appendix.

2. Upon official notification of cancellation, it is the responsibility of a member to terminate any arrangements in progress except for the removal of effects or the move of a mobile home. These will be cancelled by the sending Regional Corporate Management Branch.
 3. Reimbursable expenses will vary according to the stage of the relocation. Those which, in the opinion of the sending Regional Corporate Management Branch, are reasonable and not in excess of the limits prescribed in this appendix will be paid, e.g. a member renting accommodation may have terminated his/her lease and be unable to retain the accommodation, or a member owning a principal residence may have sold it and be obliged to vacate. In the latter case, although a member may be able to have the sale set aside by agreement with the purchaser, a real estate fee may be payable. In either case, where the Regional Corporate Management Branch is satisfied that a member must vacate the accommodation, a local move of HHE will be authorized. In addition, any reasonable incidental expenses may be reimbursed from the first dollar with the approval of the Departmental National Coordinator. Reimbursement of payments made for rent in advance of the move, or for legal fees on purchase of a principal residence, may also be authorized.
 4. A member will consult a lawyer if he/she is not sure of the liability or responsibility when terminating a relocation arrangement.
 5. If a member requests that relocation be cancelled for personal reasons, he/she will be required to reimburse all or part of the expenses incurred, if deemed warranted by the Departmental National Coordinator. If exceptional circumstances exist, the member should submit a business case detailing the circumstances through the Third-Party Service Provider to the Regional Corporate Management Branch for furtherance to the Departmental National Coordinator, for consideration and approval.
-

**1.08.
40-Kilometre
Rule**

1. The general rule is that upon relocation, a member's new principal residence must be at least 40 kilometres (by the shortest usual public route) closer to the new place of work than his/her previous residence was. See definition of "eligible relocation" outlined in [Section 248. \(1\)](#) of the *Income Tax Act*.
2. Under circumstances where there is a documented operational requirement for relocation and the aforementioned guideline is not met, reimbursement may be provided with the authorization of the Departmental National Coordinator. Under these circumstances there will be no authorization for a HHT. See 3.15.2 for commuting entitlements.

3. The formula for calculating the distance is:

Distance in kilometres between former home and new place of work =	km
Distance in kilometres between new home and new place of work =	km
Line 1. minus line 2	km

4. This formula is based on Canada Revenue Agency form [T1-M E \(02\), Moving Expenses Deductions](#).
5. Moves of less than 40 km will be assisted by the service provider and will be subject to limitations as outlined in the policy and may be 100% taxable as per CRA guidelines. The member will declare to the Regional Corporate Management Branch if the destination is more than 40 km closer to his/her new work location.

**1.09.
Application**

1. The IRP applies to a member of the RCMP relocated as a consequence of employment with the RCMP. If the relocation is to furnished or partly furnished accommodation at an isolated post, this appendix applies except that the weight restrictions, as outlined in the *Isolated Posts and Government Housing Directive*, applies for that portion of the relocation between the isolated post and the point of departure as defined in that directive.
2. The IRP applies to a member whose relocation is of a permanent nature (not on temporary assignment), normally for a period of more than 3 years.
3. If a member who has a spouse or common-law spouse is transferred, and the spouse or common-law spouse is also a member transferred to the same location, the IRP will apply as for a member and spouse or common-law spouse, and not as two separate members. Reasonable time off with pay should also be granted to the spouse or common-law spouse (who is also a member). If a member's spouse or common-law spouse is employed by another federal department, costs may be shared by the RCMP and other department concerned when it is to their mutual advantage and when prior arrangements have been made.
4. The relocation of Newly Engaged Members and re-engaged members will be governed by separate provisions as outlined in chapter VI.2 RCMP of the Administration Manual.
5. Members moving less than 40 km are not entitled to the full range of IRP benefits. Exclusions include but are not limited to the transfer allowance. These moves will be assisted by the service provider and will be subject to limitations inherent to these moves.
6. Retirement relocations will be governed by specific provisions outlined in Section 14.

**1.10.
Contractor**

1. Relocation services are provided by a Third-Party Service Provider.

**1.11.
Introduction**

1. This is an outline of the various benefits available to a member posted from one place of duty to another within Canada.
2. The IRP does not apply to relocations to and from Canada, as well as relocations taking place between two points outside Canada, as these relocations are governed by the *Foreign Service Directive* (FSD).
3. Where the advice given by the Third-Party Service Provider contradicts this appendix, a member must request this advice in writing. Subsequently, the Regional Corporate Management Branch is to be consulted for clarification on advice provided. Expenses resulting from misinterpretation or mistakes will not necessarily be reimbursable.
4. The RCMP's objective is to provide its members with a full range of relocation assistance services in a formula that marries direct reimbursement of expenditures, of which a member has little control, and a "cafeteria-style" approach to benefits, providing an opportunity for a member to select what is best for him/her (within a funding envelope) under his/her own family or unique circumstances.
5. The IRP provides a customized approach for each member's particular needs. It is an integrated relocation service within Canada to a member identified by the RCMP as requiring enhanced relocation assistance to meet both operational requirements and program objectives, and a member's needs. It will provide a member with relocation planning, marketing assistance and destination services along with several other enhanced relocation services.
6. The "one-stop shopping" concept will ensure access to professional relocation services assistance throughout every step of a member's move.

**1.12.
Eligibility**

1. Unless specifically stated within this directive, the relocation provisions in this appendix apply to a member whenever he/she is authorized to move household goods and effects on relocations within Canada, from one place of duty to another while respecting the 40 km rule specified by Canada Revenue Agency.

**1.13.
Retirees**

1. For retiring RCMP members, see Section [14](#) for entitlements.
-

**1.14.
Exceptional
Circumstances**

1. All requests for reimbursement that fall within the intent of this appendix, but whose exceptional circumstances have not been specifically addressed, must be forwarded through the Third-Party Service Provider to the Regional Corporate Management Branch for furtherance to the Departmental National Coordinator, Financial Control Section, Finance Branch, Corporate Management and Comptrollership for approval by the Project Authority at Treasury Board Secretariat.
-

**1.15.
Decision
Review**

1. In cases of alleged misrepresentation or interpretation, grievance procedures as outlined in the Royal Canadian Mounted Police Act will apply. In cases where the Alternative Dispute Resolution process is used, the outcome will be submitted to the Departmental National Coordinator for review and approval.
Note: The RCMP grievance process does not apply to Treasury Board decisions.
-

**1.16.
Benefits
Table**

RELOCATION BENEFITS	Core Envelope	Customized Envelope	Personalized Envelope
A. Relocation Planning			
Explanation of the relocation program	X		
Presentation of program benefits and options	X		
Presentation of transferable values and their application	X		
Financial tools to evaluate renting versus buying	X		
Counselling on importance of door-to-door move	X		
Counselling on the multiple aspects of the move	X		
Counselling on when house hunting trip should be taken, pre-search requirements	X		
Liaison service for Government Travel Services and Household Goods Removal Services	X		
B. Destination Orientation			
Information consultation on new location/community	X		
Guidance on securing accommodation (rent/purchase)	X		
Information on market values and trends at destination	X		
Information on new neighbourhood, schools, special facilities, commuting services, senior homes, etc.	X		
Assistance for pre-qualifying for house hunting trip (housing requirements and financial considerations)	X		
Assistance in preparing home/rent search plan and link-up at new locale	X		

Counselling on pre-approved mortgage	X		
Recommendation of realtors and briefing on the range of services to be expected, i.e. open broker policy	X		
Counselling on signing agreements with purchasing agents for newly built sale by owner properties, etc.	X		
Recommendation of lawyers and briefing on the range of services to be expected, i.e. open broker policy, list of reimbursable disbursements	X		
Recommendation of financial institutions and briefing on penalties and options, range and level of services to be expected, i.e. open broker policy	X		
Recommendation of building inspection firms and briefing on the range and level of services to be expected	X		
Counselling on limitation of fees payable under IRP	X		
Counselling on offer-to-purchase process	X		
Counselling on exceptional circumstances	X		
Information on basic leases, penalties, lease terms, etc.	X		
C. House Hunting Trip: see also Section 3			
Car rental (upgrade from midsize available via Personalized envelope)	X		X
Dependent care (expenses above the Core envelope are funded from the Customized envelope)	X	X	
Extended house hunting trip (up to 4 additional days)		X	X
Extra expenses for children		X	X
Accommodation expenses (5 days for HHT (6 nights) and 2 travel days)	X		

Telephone calls	X		
D. Interim Accommodation, Meals and Miscellaneous Relocation Allowance: see also Section 4			
Accommodation, meals and miscellaneous allowance for each authorized day	X		X
Accommodation, meals and miscellaneous allowance for extended family		X	X
E. Travel To New Location: see also Section 5			
Transportation and traveling expenses	X		
Transportation and traveling expenses for extended family		X	X
F. Rental Accommodation: see also Section 6			
Professional cleaning of former/new residence (expenses over \$100 are funded from the Customized/Personalized envelope)	X	X	X
Rent and lease liability	X		
Rent in advance of a move (see TDRA)			
Rental agency finding fees (2 days maximum)	X		
G. Sale/Disposal of Home: see also Section 7			
Appraisal fees on sale of home - 1 appraisal at established fees	X		X
Attending fees/Power of Attorney (actual and reasonable)	X		
Capital improvements as defined		X	X
HEAP (capped @ \$15,000, Balance from Customized/Personalized envelope)	X	X	X
Legal fees and disbursements at established fees	X		

Marketing incentives		X	X
Mortgage breaking penalty - non-portable/mortgage (maximum \$5,000 from the Core envelope)	X		
Mortgage breaking penalty (mortgage is portable, personal choice not to port)			X
Professional cleaning of former residence (maximum \$100 from the Core envelope) (expenses over \$100 are funded from the Customized/Personalized envelope)	X	X	X
Real estate commission at established fees	X		
Building/structural inspection at established fees		X	
TDRA (limitations apply)	X	X	X
H. Purchase of Replacement Residence: see also Section 8			
Interest on short-term loan - deposit for the purchase	X		
Bridging loan - interest		X	X
Legal fees and disbursements on purchase of home at established fees	X		
Attending fees	X		
Mortgage default insurance premium		X	X
Mortgage interest differential (up to 5 years; up to \$5,000) (non-portable)	X		
Mortgage interest buy-down			X
Power of Attorney	X		
Building/structural inspection at established fees	X	X	X
Follow-up inspections	X		
\$25,000 subsidized home relocation loan		X	X

Professional cleaning of new residence (expenses over \$100 funded from Customized/Personalized envelope)	X	X	X
I. Additional Benefits			
Additional insurance for shipping motor vehicles		X	X
Additional shipping expenses		X	X
Boarding of pets		X	X
Counselling services for extended family		X	
Crating		X	X
TDRA	X	X	X
Commuting assistance (maximum 3 months)	X		
Home renovations for disabled members and dependents		X	
Shipment of one motor vehicle (storage is not permissible)	X		
Shipment of second/additional family motor vehicle		X	X
Shipment of recreational vehicle		X	X
Shipment of boats, motorcycles or ATVs		X	X
Shipment of trailers		X	X
Shipment of mobile homes (with limitations)	X		
Shipment of antiques and works of art		X	X
Shipment of pets (actual expenses)		X	X
Spousal employment search		X	X
Spousal curriculum vitae and interview travel		X	X
Storage-in-transit over the Core envelope		X	X

Shipment of furniture and effects (Core envelope up to 20,000 lbs/9,071.94 kg)	X		
Shipment of furniture and effects exceeding 20,000 lbs/9,071.94 kg		X	X
Long-term storage (Core envelope under Isolated Post Directive)	X		

**1.17.
Core
Envelope**

1. This envelope funds those basic provisions regarding the reimbursement of eligible expenses, such as real estate commissions, legal fees, etc., and includes some enhancements such as relocation planning, destination services, etc. The benefits are outlined in the table at Section 1.16. Full information on the conditions and limitations of a particular benefit are included in the appropriate section of this appendix.
2. A member has a 2-year time frame from PID to claim all expenses related to the relocation. Once the 2-year time frame has passed, no adjustments will be made.

**1.18.
Customized
and
Personalized
Envelopes**
(Not applicable to Retirement Relocation or local area moves)

1. These envelopes fund the reimbursement up to the value calculated from pre-budgeted amounts within the Customized/Personalized envelopes provisions.
 2. The Customized/Personalized envelopes allow a member to claim other elements of a move that are not covered under the Core envelope. They provide the flexibility to choose items that best meet his/her relocation needs. These benefits are funded from a member's funding envelope subject to the availability of funds.
 3. All unused Customized funds are retained by the RCMP.
 4. The benefits available are outlined in the table at Section 1.16. Full information on the conditions and limitations of a particular benefit are included in the appropriate section within this appendix.
 5. The Third-Party Service Provider must close the Personalized envelope within the 24-month time period from the date the member joined the IRP.
-

**1.19.
Spousal
Services**

1. Benefits that may be reimbursed under this program include employment search, employment assistance, interview travel, preparation of CV, and photocopy and transmittal costs for transcripts of academic records.
 2. Customized/Personalized Envelope – for interview travel
 1. A maximum of 2 days travel time, including return travel and 3 days at location
 2. Actual and reasonable expenses for airfare, car rental/parking, hotel, meal allowances and daily incidental expense allowances are reimbursable. Expenses incurred by private motor vehicle (PMV) travel will be reimbursed at Treasury Board Travel Directive kilometric rates.
 3. Prior approval must be given by the Regional Corporate Management Branch by submitting a detailed itinerary of job search trip.
 4. If the member wishes to accompany his/her spouse on the job search, expenses incurred by the RCMP Member will not be reimbursed.
 3. A taxable benefit could result from these reimbursements subject to Canada Revenue Agency policy and guidelines. Receipts are required.
-

CUSTOMIZED AND PERSONALIZED FUNDING FORMULA

Section 2

2.01. Introduction

1. The funding formula establishes the amount of funding that the RCMP has made available to a member to enhance his/her move by paying for benefits not otherwise payable under the Core envelope. This funding is for the sole purpose of enhancing a move, all unused/remaining funds in the Customized envelope will be returned to the RCMP and are not payable to a member.
2. Those expenditures for benefits that are funded from both the Customized/Personalized envelopes and are considered as part of an enhancement to the move, will be charged against the Customized envelope first, and any expenditures in excess of the Customized envelope will then be funded from the Personalized envelope.
3. Those expenditures for personalized benefits (as indicated in the appropriate section within this appendix) that are only funded from the Personalized envelope and are considered as part of an enhancement to the move, will be only charged against the Personalized envelope. Personalized benefits are not eligible to be funded from the Customized envelope.
4. Invoices for the delivery of services will be paid from the funds accumulated in both the Customized and Personalized envelopes up to, but not exceeding, the allocated funds therein, subject to policy limitations.
5. The Personalized funding is a member's money and may or may not be used to enhance the move. It is a combination of his/her transfer allowance, incidental allowance (if applicable as per Section [2.06.](#)) and any additional savings and/or incentives earned by cost saving measures. A member will have the final decision on how the Personalized funds are expended. The Personalized Component is intended to fund legitimate relocation expenses that are considered not to be critical but attributable to the move. It is recognized that transferees may incur legitimate relocation expenses that are not specifically listed as Personalized benefits under the Integrated Relocation (IRP) Directive. Expenses that fall within the intent of the IRP Directive may be claimed from the Personalized Component and may be approved by the Third-Party Service Provider. The expenses must be clearly reasonable and justifiable. They must not upgrade the financial position of the transferee and must be supported by receipts. Reimbursement over and above pre-negotiated rates cannot, under any circumstances, be reimbursed from Personalized funds.
6. Upon completion of the move or the 24-month time limitation from the date of registration with a Third-Party Service Provider, whichever comes first, any funds in the Personalized envelope that cannot be applied to relocation-related reimbursable expenses are to be issued to a member as a Personalized cash payment. Prior to the cash out of funds, the Third Party service provider shall withhold source deductions.

7. The program is designed to encourage and facilitate door-to-door moves, thereby eliminating the need for temporary dual residence assistance, etc., through improved move management. Ultimately, a member makes the final decision to accept or reject the advice provided. However, the selection of service providers for specified relocation services must respect the "arm's length" relationship principle. In the event that a member has been advanced funds and at the conclusion of the file it has been identified that such funds should not have been provided, a member must make full restitution immediately upon notification to the Third-Party Service Provider. Members will be required to provide receipts for all reimbursable items.

**2.02.
Calculation of
the Customized
and Personalized
Funding
Formulas**

1. The calculation of the funding formula will be determined from the formulas found in Appendix F. For information on the conditions and limitations on any part of the calculation, refer to the appropriate area within this section.

**2.03.
Real Estate
Commission**

1. The first element used to calculate the Customized envelope varies based upon the accommodation status at the time of relocation notification as follows:

Homeowner: The greater of \$1,000 OR 35% of the applicable real estate commission, based on the appraised value of the home, to a maximum amount of \$5,250 (applicable taxes excluded).

Renter: A renter at origin will be credited with \$1,000.

NOTE: The funding allowance provided to a home owner is greater because the expenses associated with buying/selling a home are far greater than those of a renter disposing of or acquiring rental accommodation.

**2.04.
Transportation
of Family**

1. The second element used to calculate the Customized envelope is the cost of one-way transportation to the new place of work location. For calculation purposes only, the funding will be based on the distance, one-way, between the former and new place of work as determined by the agreed upon commercial distance calculator software, multiplied by the current Department of Finance kilometeric rate, multiplied by the family size, multiplied by 35%.

Formula: 35% x (distance x Current Department of Finance rate x family size)

Example: Distance between the former and new place of duty is calculated to be 3,000 km and the number of persons traveling is 4. The following is an example of the calculation of the amount to be transferred to the funding envelope:

3,000 kilometres x 4 = 12,000 kilometres x \$0.41 = \$4,200 x 35% = \$1722
(The Department of Finance kilometric rate is subject to change)

2. Where the transportation costs of a member and dependents (where applicable) are assumed by the RCMP is the case for a member flown in and out of the isolated post work place via Crown-owned or leased aircraft), a member will not be entitled to this element of the Customized envelope. Therefore, the mileage calculation from the origin post to the new post does not apply.

**2.05.
Transportation
of Household
Goods**

1. The third element used to calculate the Customized envelope is based upon the cost of shipping an average of 1,000 lbs. (453.60 kg) household goods per unit/room from one location to another. This does not include the shipment of vehicles for calculation purposes.

Formula: 35% x cost to ship household goods per qualifying rooms (based on a zone-to-zone matrix).

2. A qualifying room is defined in Section [10.05](#). (1 kg=2.2046 lbs.)
3. A member sharing accommodation is entitled to shipment of household goods and effects; the weight factor is based on the rental formula, i.e. 3 people rent a 3-bedroom house and rent is based on a room. A member is entitled to the weight factor of 1 room. If the rental formula is based on the entire premises divisible by the number (3) of shared tenants, then a member is entitled to 1/3 of the entire number of rooms.
4. This applies to articles shipped under the Core envelope which the moving firm will accept on a straight-weight basis only (Policy-Center confirmed rates).

NOTE: In those exceptional cases where laborers are flown into remote communities for packing, etc., this cost will be excluded from the formula configuration being used.

**2.06.
Non-
Accountable
Incidental**

1. A member (other than an EX-equivalent) may receive a non-accountable incidental relocation expenses allowance credited to the Personalized envelope in an amount of up to \$650. Canada Revenue Agency defines a non-accountable allowance as an allowance that a member does not have to account for upon relocation, i.e. receipts are not required but should be retained.

**Relocation
Expenses
Allowance**

2. This allowance is used to offset some of the losses incurred because of the move such as:
 1. Food which cannot be shipped (e.g. frozen food, perishables);
 2. Household goods which cannot be shipped (e.g. paint and building materials);
 3. Connection and disconnection of electrical appliances and preparation for shipment (e.g. blocking drum in washer, securing stereo turntable);
 4. Disassembling and assembling of garden and patio furniture;
 5. Removal or installation of valance boxes, curtain rods, wall hooks, clocks, wall mirrors;
 6. Taking up or relaying hall runners, etc., labour of altering and re-hanging existing drapes and curtains;
 7. Purchase of new school books required part way through year due to change of location;
 8. Non-cancellable portions of fees such as insurance and local clubs and associations;
 9. Tuning of pianos;
 10. Photocopy and transmittal costs for transcripts of academic records for the member or children;
 11. Replacement of propane tank;
 12. House plants;
 13. Other minor out of pocket expenses.
 3. It is given in a lump sum. No receipts are required, but a member must certify the funds were spent as intended, and should keep evidence of losses in case of an audit by Canada Revenue Agency. As such, a member must sign a statement verifying that these expenses were incurred.
-

**2.07.
Non-
Admissible
Items**

1. Non-admissible items are those not eligible to be shipped due to their hazardous nature or restricted as a result of the Household Goods Removal Service (HGRS) contract.
-

**2.08.
Real Estate
Commission
Savings**

1. A member who elects not to sell his/her home at the former place of duty may transfer 80% of the real estate commission fees that would have been payable had the home been sold (taxes excluded). The amount payable is calculated on the appraised value at pre-negotiated corporate real estate commission rates, capped at \$12,000. See **NOTE** in Section 7.29.

Example: Appraised value of home is \$300,000 maximum. The commission at 5% is \$15,000. Therefore, a member could be credited \$12,000 (i.e. \$15,000 x 80%) to the Personalized envelope.

**2.09.
Savings from
Shipping
Fewer
Household
Goods**

1. A member who ships household goods and effects below the established weight threshold may transfer to his/her Personalized envelope, 80% of the savings resulting from shipping weight below this threshold. The weight of ATVs, snowmobiles, motorcycles, etc., stored in garage is excluded from the weight factor.
2. In those instances where the Crown incurs storage costs (long-term storage), there will be no transferable savings for shipping under the threshold. Also, when there is no shipment of household goods and effects (via government-licensed contracted commercial carriers), there will be no transferable savings for shipping under the threshold.
3. Members who are proceeding unaccompanied OR not shipping their entire household effects are not entitled to this benefit.
4. A member being transferred out of an Isolated Post who has no effects in LTS is entitled to receive this Incentive. The incentive will be based on the maximum weight entitlement to be shipped out of the Isolated Post at government expense rather than the room count estimate. Weight entitlement to be determined in consultation with the Regional Corporate Management Branch.

**2.10.
Savings from a
Shorter HHT**

1. A member who is authorized to drive and completes the HHT in less than the normal length HHT of 5 days, may transfer 100% of all accommodation, meals and incidental savings for unused days (capped at \$250) to the Personalized envelope. For calculation purposes, a normal HHT consists of the following:
 1. 5 days' meals (HHT) + 2 days travel status
 2. 5 nights' accommodation (HHT) + 1 night accommodation (travel status)
 3. 5 days' incidental allowance (HHT) plus 2 days' incidental allowance (travel status)

When driving more than 650 km one way, approval must be obtained by the Regional Relocation Coordinator. Must be cost efficient – additional time to be annual leave/compensatory time off. When there is no commercial alternative and the member necessarily has to drive more than 650 km one way, the regional reviewer can approve the second day.

2. Example: A member and spouse or common-law spouse who departed on Sunday (travel time) and returned on Thursday (travel time) would have used 3 days' meals and 3 nights' accommodation. Therefore, a member could transfer the cost of 2 days' meals and 2 nights' accommodation and 2 days' incidentals up to a maximum of \$250 to the Personalized envelope.

NOTE: Only applicable to a member who drives.

**2.11.
Savings from
Reducing
Long-Term
Storage Costs**

1. A member who is posted to an isolated post and into Crown accommodation where it is impossible to normally accommodate the major appliances are entitled to long-term storage at public expense.
2. A member who makes alternate arrangements and decides not to store the major appliances may transfer 80% of the savings resulting from not having to store the fridge, freezer, stove, washer, dryer, and/or dishwasher, to the Personalized envelope.

For transfer value purposes, the saving is to be calculated on the weight/volume (industry averages) of one set of appliances, based on the actual duration of the storage requirement up to a maximum of 24 months (Policy-Center confirmed rates).

**2.12.
Transfer
Allowance**

1. A member who also receives a relocation allowance under separate authority, will also receive an allowance equivalent to 1/12th annual salary added to the Personalized envelope.
 2. The allowance is based on 1/12th of the annual salary effective on the date of appointment and is not subject to any retroactivity.
 3. In the event that the member wishes to cash-out the transfer allowance prior to file closure, it shall be paid no earlier than 30 days in advance of the move of HHE. Prior to the cash out of funds, the Third-Party Service Provider shall withhold source deductions
 4. A member being relocated as a result of a promotion to an EX-equivalent category is entitled to EX provisions under Section 13. A member is considered appointed from the time that he/she gets the transfer notice for the purpose of the EX transfer allowance.
 5. An EX-equivalent member can claim an incidental expenses allowance. See Section [13.06](#).
 6. The transfer allowance will not be issued for a relocation of less than 40 km, unless authorized by the Departmental National Coordinator, further to Section 1.08.2.
-

HOUSE HUNTING TRIP (HHT)

Section 3

3.01. Policy

1. It is the policy of the RCMP to provide a member with the opportunity to secure suitable accommodation at the new place of duty.
-

3.02. Additional Service or Assistance with IRP

1. The IRP provides the additional service/assistance such as home search, etc., as outlined in this section.
 2. It is the expectation of a member to orchestrate a successful HHT. The onus is on a member to complete the HHT successfully with the result of a door-to-door move. Hence, considerably reducing the cost for IAM&MA, and eliminating unnecessary storage-in-transit costs.
-

3.03. Funding Overview

1. Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances, a member may sign a personal declaration justifying its loss. NOTE: Canada Revenue Agency requires original itemized receipts.
2. The benefits outlined in this section are funded from both the Core envelope and if need be, the Customized and Personalized envelopes as follows:

Benefit	Core Envelope	Customized or Personalized Envelope
HHT: Accommodation: 5 + 1 nights Meals: 5 + 2 days Incidentals: 5 + 2 days	Member and spouse or common-law spouse	Children and/or extended family
Extended HHT (family issues) Accommodation: up to 2 days Meals: up to 2 days Incidentals: up to 2 days - see Section 3.12.		Member, spouse, children and/or extended family accommodation and meals
Extended HHT (finding elder care accommodation) Accommodation: up to 2 days Meals: up to 2 days Incidentals: up to 2 days - see Section 3.12.		Member, spouse or common-law spouse, children and/or extended family accommodation and meals
Destination home inspection trip (DHIT) Accommodation: 2 + 1 nights Meals: 2 + 2 days Incidentals: 2 + 2 days - see Section 3.12.	Member or spouse or common-law spouse (one person only)	
Rental car	Midsize car - 6 days (HHT) Midsize car - 3 days (DHIT)	Upgrade costs over the Core envelope
Return transportation (see Section 3.13.)	Member and spouse or common-law spouse	Children and/or extended family
Telephone calls (see Section 3.16.)	Local/long distance - business	No reimbursement for calls home
Dependent care: 7 days (see Section 3.17.)	Actual expenses within limitations	Expenses for extra HHT/DHIT days and above the Core envelope
Boarding of pets (see Section 3.18.)		Actual expenses

Commuting on HHT	Kilometric expenses for 5 days	
------------------	--------------------------------	--

3.04.
Authorization/Duty Status

1. Before a member takes an HHT, he/she should make enquiries at the new post to determine the potential housing market, e.g. contact commander, Regional Corporate Management Branch, real estate agent. Before an HHT to "G", "M", or "V" Division is authorized, a member must first consult the Regional Corporate Management Branch.
2. Before proceeding on an HHT, a member must first sell his/her house at origin with a determined closing date (applicable to all home owners), and prior approval must be received from the receiving manager/Regional Corporate Management Branch. To receive authorization, an HHT request (form 4064) must be completed by a member and submitted to the assigned Regional Corporate Management Branch. Once the trip is approved, the HHT request is to be forwarded to the Third-Party Service Provider. A member who is relocating to a new post (including an isolated post) where a viable market exists is eligible to an HHT. A member is deemed to be on duty travel for the normal duration HHT (5 + 2 days). Annual leave/compensatory time off may be used for extended periods.
3. Under exceptional circumstances, a HHT may be authorized by the Departmental National Coordinator before a member has sold his/her house. The HHT application must clearly define the "exceptional circumstances."
4. **The RCMP will not be responsible for any financial hardship which may result from proceeding on an HHT prior to the disposal of the primary residence.**

3.05.
Travel Time

1. Total travel time will not exceed 2 days, except when distances and/or connections are such that the total return journey cannot be accomplished in that period. In such cases, additional travel time can be authorized by the Regional Corporate Management Branch and those expenses paid from the Core envelope.
2. Additional travel time and related expenses, resulting from a member selecting a different mode of transportation other than that which would normally have been used, will be funded from the Personalized envelope. Annual/compensatory/in-lieu time off (authorized) leave will be used for these additional days.
3. When a member chooses to drive more than 650 km one way, the member must request prior authorization from the regional relocation reviewer. This must be cost effective and the member must use one travel day for every 650 km driven. The additional travel days must be annual leave/compensatory time and must be funded from the personalized envelope, subject to the availability of funds.

4. When there is no commercial alternative and the member must drive more than 650 km one way, the regional relocation reviewer can approve the additional travel days and expenses can be funded from the Core envelope. There is no requirement to use annual leave, etc.

**3.06.
Duration of HHT**

1. A member or spouse or common-law spouse, or both, may be authorized an HHT of up to 5 days (6 nights) duration at the new location. The total duration of the HHT will not normally exceed 7 days (6 nights) total, including travel time.

**3.07.
Extended HHT**

1. Subject to the availability of funds, a member may use funds from the Customized or Personalized envelope to extend the duration of the HHT by up to 4 days as follows:
 1. Family Issues: a maximum of 2 days for locating day care, school, elder care and/or making specialized medical arrangements;
 2. Finding Accommodation: a maximum of 2 days to finalize principal residence accommodations. This may include but is not limited to house inspection, etc. Members must be able to substantiate the need for the extension.

**3.08.
Additional
Traveling
Expenses for
Children**

1. A member who wishes to have his/her children accompany him/her on an HHT may do so by using funds from the Customized or Personalized envelope subject to the availability of funds.

**3.09.
Travel Status**

1. Reimbursement of allowable expenses for transportation, accommodation, meals and incidental expenses (only one incidental allowance paid per couple) will be paid as if a member or spouse or common-law spouse, or both, were in travel status.
Note: See Section 3.21 for a member's HHT entitlements while on TDRA at destination.

**3.10.
Hotel/Motel -
Occupancy
Principles**

1. The number of rooms that a member may be entitled to while proceeding to the new location is based on family size as outlined in Section [5.08](#).
-

**3.11.
Accommodation
Cost**

1. A member will be reimbursed actual and reasonable commercial accommodation expenses within the range found in the [PWGSC Accommodation and Car Rental Directory](#). When no hotel is listed, actual and reasonable expenses may be claimed from the applicable envelope.

Core Envelope

1. Member and/or spouse or common-law spouse: 6 nights maximum inclusive of travel time
2. Maximum white page listing in the [PWGSC Accommodation and Car Rental Directory](#)/a non-commercial allowance

Customized or Personalized Envelope

1. Member and/or spouse or common-law spouse: up to an additional 4 nights
2. Children and extended family: up to a maximum of 10 nights

Personalized Envelope

1. Upgrades
-

**3.12.
Meals and
Incidentals**

1. A member will be paid the daily meal allowance reflective of the current Treasury Board Travel Directive rates per person per day plus only one incidental allowance per family unit per day as follows:

Core Envelope

1. Member and/or spouse or common-law spouse: 7 days maximum inclusive of travel time,

Customized or Personalized Envelope

1. Children and/or extended family: a maximum of 11 days
2. Full meal allowance for each dependent under 12 years
3. Member and/or spouse or common-law spouse: a maximum of 4 days

Note: The meal allowance for dependants is payable from the applicable envelope when dependant care is claimed at destination.

**3.13.
Return
Transportation**

1. A member will be provided with the most practical and economical return transportation from the former place of duty to the new location for each authorized person as follows:

Core Envelope

1. Commercial transportation (air, rail, bus, car rental): member and spouse or common-law spouse; or
2. Private motor vehicle: expenses reimbursed at Treasury Board Travel Directive kilometric rate - not to exceed the one-way cost of commercial transportation (i.e. air, rail, bus, car rental) that would normally have been used. Mileage is calculated from detachment to detachment, based on the computation completed in the authorized mileage software provided by the Third-Party Service Provider and could differ from actual distance traveled.
3. Motorcycles: 100% of the Department of Treasury Board Travel Directive kilometric rate

Customized or Personalized Envelope

1. Commercial transportation: children and extended family
 2. A permanently disabled member or dependants may have special costs related to transportation and accommodation during relocation. Reasonable and necessary costs actually incurred will be reimbursed.
 3. All official air travel arrangements on a commercial carrier will be made via the Government's contracted travel services. There will be no reimbursements from either the Core or Customized envelope for travel arrangements made outside of this service provider. In some instances, the Government contracted travel service provider (GTS) is unable to arrange travel arrangements for those members posted from Isolated Posts. When the Regional reviewer confirms in writing that air travel cannot be completed by (GTS), reimbursement from Core or Customized envelope is authorized.
-

**3.14.
Local
Transportation**

1. While conducting an HHT/DHIT at the new destination, a member may be reimbursed the following:

Car Rental

Core Envelope

1. Up to a maximum of 6 days (HHT) or 3 days (DHIT) reimbursement of actual and reasonable midsize car rental expenses
2. Actual and reasonable gas expenses
3. Parking and toll charges for 6 days (HHT) or 3 days (DHIT)

Personalized Envelope

1. Car rental expenses in excess of the Core envelope, upgrades and longer periods

Private Motor Vehicle

Core Envelope

1. Actual mileage driven calculated at the Treasury Board kilometric rate to a maximum amount based upon the rental costs of a midsize car and Comprehensive Damage Waiver (CDW) (if required) for 6 days (HHT) or 3 days (DHIT)
 2. Parking and toll charges for 6 days (HHT) or 3 days (DHIT)
 3. No reimbursement for gas
-

**3.15.
Commuting for
HHT**

1. When the former and new place of duty are in close proximity, members may take more than one trip for house hunting (e.g. Cornwall/Ottawa) and may drive up every day, however, costs shall not exceed the costs and time taken for one normal HHT. The transportation costs incurred in multiple trips are thus offset by the fact that member is not incurring any accommodation costs at the HHT location. Incentive for a shorter HHT is not applicable for a commuting HHT.

Core Envelope

1. Return kilometric claims and meals are restricted to a maximum of 5 days
2. No overnight stayovers are allowed
3. No incidental daily expense allowance will be paid
4. No entitlement for HHT for local moves.

Example: A member driving from Montreal to Ottawa can claim HHT expenses

for driving up to 5 days' return provided costs are less than a 5-day HHT using commercial accommodation plus travel expenses.

Note: In no cases can the cost exceed what it would have cost for accommodations and the most cost efficient mode of transportation.

2. For less than 40km moves, a member can commute for a HHT at the end of a regular work day/shift or on weekends/regular day-off subject to approval by the Regional Corporate Management Branch.

Note: Reasonable kilometric claims for a period not to exceed 5 days will be paid.

3. Where cost effective, a rental car may be authorized by the Regional Corporate Management Branch, no kilometric claim will be allowed. The cost cannot exceed what the kilometric claim would have cost had the member used his/her own personal vehicle to commute.

3.16. Telephone Calls

1. A member will be reimbursed actual and reasonable telephone calls excluding long distance calls home since these are included in the daily incidental allowance.

Core Envelope

1. Local and long distance business telephone call expenses incurred during the course of an HHT (to real estate agents, rental agencies, etc.), if available, receipts are to be provided

3.17. Dependent Care

1. A member accompanied by his/her spouse or common-law spouse or a single parent who has left children under 16 years at home or other dependents (or over 18 years provided the child is incapable of caring for himself/herself due to a physical or mental disability), may be assisted with dependent care costs. Receipts or a declaration will be required for the dependent care expenses.
2. A member will be reimbursed for dependent care cost additional to any existing dependent care arrangements, based on a maximum per day/night as follows:

Core Envelope

1. Up to \$75 / 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.
2. \$35 / day (receipts not required) if care is provided by a friend, relative, nanny or housekeeper;
3. Up to 7 days

Customized or Personalized Envelope

1. Expenses beyond the Core envelope are subject to availability of funds

Note: Dependent care expenses may be reimbursed at origin or destination, not both.

3.18. Boarding of Pets

1. A member will be reimbursed actual expenses from the Customized or Personalized envelope for the boarding of household domestic pets while on HHT.

3.19. More than One HHT

1. A member may take more than one HHT but any costs in excess of the Core envelope for a 5 day HHT (transportation, accommodation, meals, and incidental expenses) must be funded from the Personalized envelope.

3.20. Destination Home Inspection Trip (DHIT)

1. A member is entitled to either an HHT or a DHIT, not both. A member who plans to reoccupy a previously owned residence or who has already secured accommodations or who has been assigned official Crown Housing or leased accommodation associated to a specific function is not entitled to a HHT. However, entitlement exists for a DHIT. The purpose of a DHIT is to inspect the property, finalize school arrangements, or to arrange specific medical requirements or specialized care requirements. A member relocating to an IP is entitled to a DHIT.

Core Envelope

1. Return transportation (member or spouse or common-law spouse - one person only)
2. Up to 2 travel days (inclusive of meals and incidentals)
3. Up to 2 days at destination (3 nights' accommodation, 2 days' meals and incidentals maximum), to conduct inspection or to finalize arrangements for school or for elder care

Personalized Envelope

1. Spousal and dependents expenses
2. The Regional Corporate Management Branch must provide approval prior to a member departing on HHT/DHIT.

NOTE 1: A member who takes an HHT and subsequently reoccupies the previously owned home, or occupies an assigned crown-owned accommodation will be required to reimburse all HHT-related expenses (less the DHIT expenses), and any credits transferred to the Personalized envelope.

NOTE 2: Where crown-owned accommodations are available but have not been assigned to the member, the member will be entitled to an HHT if the member substantiates beforehand that a viable housing market exists at the new place of duty.

3. Dependant Care expenses during a DHIT are a Core benefit for a single parent but a personalized benefit if a member and spouse both chose to travel.
4. Pet Care expenses during a DHIT are a customized benefit for a member without dependants. When the member and spouse travel together Pet Care is a personalized benefit.
5. A member will be reimbursed actual and reasonable business telephone calls excluding long distance calls home since these are included in the daily incidental allowance from the Customized Envelope.

**3.21.
HHT After
Arrival
at New Location**

1. Where no HHT was used in advance of the departure/post implementation date, a member may be reimbursed from the Core envelope, reasonable HHT expenses such as child care/car rental, while occupying interim accommodation at the new place of duty.
2. A member may claim the above expenses, however, it will not increase the amount of IAM&MA which would normally have been authorized.

Example: A member unable to take an HHT because of operational requirements and who has not secured a residence prior to departure date will proceed to the new location and will be authorized up to 15 days' IAM&MA from the Core envelope. See Section [4.02](#). Expenses for child care and a car rental may also be reimbursed, if necessary. However, the 15 days will not be extended. Any extensions will be administered in accordance with Section [4](#).

3. When a member is already at destination on TDRA, and if spousal HHT is required and is expected to result in the movement of HHE a member may be reimbursed the following:
 - Return travel expense for spouse;
 - Local transportation for spouse and member;
 - Dependent care expenses;
 - Telephone calls.

Note: As the member resides in semi-permanent accommodations at destination, no accommodation expenses or meals and incidentals should be reimbursed for either the member or the spouse. They will however be entitled to lunch while on

HHT days. The spouse is entitled to meal allowances while travelling to and from the new post.

3.22.

**Unsuccessful
HHT**

1. A member who did not have a successful HHT will be limited in the amount of IAM&MA he/she may receive. Additional HHT days must be approved by the Departmental National Coordinator and such funding for the additional HHT is to be provided from the Customized/Personalized envelope.
-

INTERIM ACCOMMODATION, MEALS AND MISCELLANEOUS RELOCATION ALLOWANCE (IAM&MA)

Section 4

4.01. Policy

1. It is the policy of the RCMP to reimburse an eligible member for IAM&MA expenses while effects are packed and unpacked, and during periods in which he/she is necessarily separated from the household goods.
2. See table at Section [4.02](#) and Section [4.07](#) for reimbursable period of interim accommodation.
3. Interim accommodation is paid when the member is unable to move into the new residence. Interim accommodation can be paid either at the point of origin and/or at destination. Accommodation expenses shall not exceed what would have been authorized at the new place of duty had the member proceeded directly. Any exceptions must be approved by the Departmental National Coordinator.
4. Any exceptions not specifically addressed within this section must be referred to the Project Authority at Treasury Board Secretariat for approval.

4.02. Funding Overview

1. Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances, a member may sign a personal declaration justifying its loss. NOTE: Canada Revenue Agency requires original itemized receipts.
2. The benefits outlined in this section are funded from both the Core envelope and if need be, the Customized or Personalized envelope, as follows:

Benefit	Core Envelope	Customized Envelope	Personalized Envelope
For each authorized day	Member and authorized dependents	Extended family	Member, authorized dependents and extended family
Accommodation	Up to 15 nights	Up to 15 nights	Unlimited in excess of 15 days
Meals	Up to 10 days at applicable daily meal rate Days 11 to 15 at 65% of applicable daily meal days' rate	Up to 10 days at applicable daily meal rate 11 to 15 days at 65% of applicable daily meal rate	In excess of 15 days at 65% of applicable daily meal rate
Daily miscellaneous relocation expense allowance	Up to 15 days	Up to 15 days	

4.03. Responsibility

1. It is incumbent upon a member, Departmental National Coordinator and Regional Corporate Management Branch and the Third-Party Service Provider to maximize as much as possible the incidence of door-to-door moves.

4.04. Member's Responsibility

1. A member has to ensure that the move of his/her dependents and household goods and effects are coordinated as closely as possible with the reporting/post implementation date/the disposal of the former residence (either rented or owned) and the occupancy of the new residence.
2. A member is expected to seek out and occupy self-contained accommodation as soon as possible on arrival at the new place of duty and vacate the higher priced hotel/motel type accommodation. Luxury accommodation will not be used.
3. The onus is on a member to make every reasonable attempt to minimize his/her IAM&MA. If a member has not made every reasonable attempt to achieve a door-to-door move, and/or is unnecessarily separated from his/her household effects (HHE), reimbursement for IAM&MA may not be approved.

4. A member should prepare for necessary housekeeping requirements in the event that self-contained accommodation is required at the new post or moving into permanent accommodation.

Note: Being separated from minor easily replaceable household items does not constitute being separated from HHE. Only actual and reasonable expenses as determined by the Departmental National Coordinator will be paid in such a case.

**4.05.
Regional
Corporate
Management
Branch
Responsibility**

1. The Regional Corporate Management Branch of both the departing and arriving locations are to provide to the Third-Party Service Provider, all relevant information to assist in the coordination of a member's move. They must be actively involved in the proper planning of the HHT to maximize the opportunities of success and to minimize the time spent in interim accommodation.
-

**4.06.
Manager's
Responsibility**

1. A member's manager will allow flexibility of reporting dates to enable a member to coordinate relocation activities effectively and in the most cost-effective manner.
-

**4.07.
Principle for
Reimbursement**

1. Approval to occupy interim accommodation is not automatic nor is it an entitlement. Each IAM&MA request beyond 15 days from the Core envelope must be approved by the Regional Corporate Management Branch (see Section 4.22).
 2. The principle for reimbursement of IAM&MA expenses is that expenses will normally be reimbursed only for the period a member remains necessarily separated from his/her household goods and effects; or permanent accommodation has not been obtained/occupied and suitable alternate accommodation is not available.
 3. A member who must remain in interim accommodation as a result of delays in the delivery of the household goods and effects, caused by the RCMP or its contracted agents, will be reimbursed actual and reasonable expenses within prescribed limits for the entire period that a member is awaiting the delivery of the household goods and effects.
-

**4.08.
Door-to-Door
Moves**

1. When the shipment of household goods and effects and the arrival of a member and dependents are properly coordinated with the availability of accommodation, the need for interim accommodation should be limited to a maximum of 3 days at the former place of duty (pack, load and clean) and 2 days at the new destination (unload and unpack).

Example: A member has sold his/her principal residence at origin effective 1 August and has purchased a replacement residence effective 1 August. A member is authorized 3 days' travel to the new location (TNL). July 29, 30, 31 –

IAM&MA, August 1, 2, 3 – TNL, August 4, 5 – IAM&MA. The total period of IAM&MA is 5 days.

- 4.09. Leave en route**
1. If a member takes personal leave en route to his/her new place of duty, IAM&MA will not be paid during the leave period.

- 4.10. Benefit**
1. A member eligible to receive reimbursement for IAM&MA will be reimbursed actual and reasonable expenses within the prescribed rates or provided with an allowance or both. The maximum reimbursement and/or allowance is as follows:

Pack, Load and Clean	Awaiting Household Goods and Effects and/or Accommodation	Unload and Unpack
Accommodation: up to 3 nights	Accommodation: up to 15 nights plus any pack/load/clean and unload/unpack days paid	Accommodation: up to 2 nights
Meals: up to 3 days (Treasury Board Travel Directive rates)	Meals: up to 15 days plus any pack/load/clean and unpack/unload days paid	Meals: up to 2 days
Daily miscellaneous relocation expense allowance: up to 3 days	Daily miscellaneous relocation expense allowance: up to 15 days plus any pack/load/clean and unpack/unload days paid	Daily miscellaneous relocation expense allowance: up to 2 days

NOTE: Up to 15 additional days may be authorized by the Regional Corporate Management Branch under "exceptional cases." See Section 4.22.

- 4.11. Abatement of IAM&MA**
1. The purpose of an HHT is to secure accommodation and to limit the amount of IAM&MA expenses. A member who did not have a successful HHT will be limited in the amount of IAM&MA he/she may receive. Additional HHT days must be approved by the Regional Corporate Management Branch and such funding for the additional HHT is to be provided from the Personalized envelope.

- 4.12. When Authorized to Move**
1. The movement of a member's household goods and effects to the new location will not normally be authorized until a member has found suitable permanent accommodation.

**4.13.
Preparation and
Delivery of
Household Goods**

1. The IAM&MA expenses are normally paid for up to 3 days (if required) at the commencement and up to 2 days (if required) at the end of the move. These living expenses are intended to cover those expenses incurred while a member's household goods and effects are packed or unpacked and loaded or unloaded. Meals are payable during the unpack day regardless of whether or not the professional mover or member does the unpacking.
2. The household goods removal service contract provides for the set up of all beds. Commercial accommodation will not normally be reimbursed if the professional mover has fulfilled this provision.

**4.14.
Additional
Days/Pack**

1. In exceptional cases, 1 or 2 days of additional IAM&MA may be authorized by the Departmental National Coordinator in consultation with Treasury Board Secretariat project authority and reimbursed as a Core expense when additional days are a result of actions taken by the Van Lines.

**4.15.
Awaiting
Occupancy**

1. When interim accommodation is the result of a decision to await occupancy of a certain type of permanent accommodation even though there is other suitable accommodation available, reimbursement of IAM&MA expenses will not be authorized beyond the 15th day or the day the household goods could have been delivered, whichever is later.

Example: Awaiting the occupancy of Crown-owned/leased accommodation (unless designated) or private accommodation whether rented, purchased or under construction, is a personal decision. The IAM&MA will not be reimbursed from the Core or Customized (for extended family) envelopes beyond 15 days.

**4.16.
Commercial
Accommodation**

1. A member will be reimbursed actual and reasonable commercial accommodation expenses incurred for a member and his/her dependents for each night as follows based on the hotel/motel occupancy principles specified in Section 5:

Core Envelope

1. Up to 15 nights (member and dependents)
2. Up to the limit of the [PWGSC Accommodation Directory](#) for that area

Customized Envelope

1. Up to 15 nights (extended family)
2. Up to the limit of the [PWGSC Accommodation Directory](#) for that area

Personalized Envelope

1. Upgrades
2. Expenses incurred for extra nights beyond the Core envelope

Example: Based on the occupancy principle, a member who is entitled to two rooms at the white page rate of \$70/night per room can elect to stay in a one-bedroom suite at a cost of \$185/night. Reimbursement from the Core envelope will be (\$70/night x 2 rooms = \$140) and from the Personalized envelope (\$185 - \$140 = \$45).

Note: When no hotel is listed, actual and reasonable expenses may be claimed from the applicable envelope.

4.17. Non-commercial and/or Private Accommodation

1. A member who elects to stay in non-commercial and/or private accommodation is entitled to a private accommodation allowance for each night non-commercial/private accommodation is occupied. See the definition in Section 16 for qualifications. A member who stays in his/her own home is not entitled to this allowance. This allowance is payable per family unit/household and not individual family members as follows:

Core Envelope

1. \$50 per night/family
2. Up to the maximum entitlement of 15 days

Personalized Envelope

1. \$50 per night/family
2. Unlimited extra nights beyond the Core envelope

Example: A member, spouse or common-law spouse and 2 children stay with relatives one night when they are awaiting occupancy of their new residence.

Since no commercial accommodation was occupied, the maximum payable in this case would be \$50/night for the entire family.

4.18. Combined Commercial/

1. Where a family occupies both commercial and non-commercial/private accommodation, reimbursement will not exceed the commercial rate that would have been incurred. Receipts are not required for non-commercial accommodation.

**Non-commercial
Accommodation**

Example:

1. A member and spouse or common-law spouse stay at a hotel and their 2 children stay with the grandparents. The family would have been entitled to 2 hotel rooms. However, the choice was made and reimbursement will be for the hotel charges only. The non-commercial allowance will not be paid.
2. A member and spouse or common-law spouse remains at a hotel while their 12-year old child stays with the grandparent. This family would have been entitled to one room in a hotel. The reimbursement will be for the hotel cost, the non-commercial allowance will not be paid.

**4.19 Meals and
Miscellaneous
Relocation
Allowance**

1. A member is entitled to an allowance for each day of interim accommodation.

Core Envelope

1. Meal allowance: member, spouse or common-law spouse and each dependent
2. Maximum of 10 days
3. Full meal allowance for each dependent under 12 years (except for isolated posts where actual and reasonable expenses will be paid)
4. Beyond 10 days to a maximum of 15 days: 65% of the daily meal rate per authorized family member
5. Daily miscellaneous relocation expense allowance (member 12% of daily meal allowance, spouse, dependents, extended family 6% of daily meal allowance)

Customized and/or Personalized Envelope

1. meal allowance for extended family only
2. first 10 days as per Treasury Board of Canada meal allowances
3. beyond 10 days to a maximum of 15 days: 65% of the daily meal rate per authorized family member 6% extended

Personalized Envelope only

1. After 15 days, unlimited number of days for member/authorized dependent/extended family: 65% of the daily meal rate per authorized family member
2. No daily miscellaneous relocation expense allowance

**4.20.
Meals on the First
and Last Days of
IAM&MA**

1. A member is entitled to meals on the first and last days of IAM&MA regardless of when the movers arrive at the residence.

NOTE: Appropriate meal hours are not defined; rather reasonableness will prevail based on the circumstances surrounding a member.

**4.21.
Meals in Excess of
10 Days**

1. A member may be reimbursed additional meal expenses from the Core envelope at the prescribed rates for any days in excess of 10 days when:

1. There is no suitable accommodation with adequate cooking facilities located within 16 km (one-way) of a member's place of work; or
2. The Third-Party Service Provider confirmed that a member was unable to secure/reserve adequate accommodation with cooking facilities on or before the 11th day of interim accommodation although such accommodation exists within 16 km of the place of work.

NOTE: A member is expected to seek self-contained interim accommodation (see definition in Section 16) as soon as possible on arrival at the new place of duty. Under no circumstances will full meals be reimbursed beyond 10 days unless a member can provide evidence supporting all attempts to secure accommodation with cooking facilities.

2. This reimbursement is subject to the approval of the Regional Corporate Management Branch.
-

**4.22.
Accommodation
in Excess of 15
Days**

1. It remains the responsibility of a member to keep IAM&MA expenses to a minimum.

In exceptional circumstances, a member may be reimbursed, with the authorization of the Regional Corporate Management Branch, lodging expenses within the prescribed limits for any days in excess of 15 days as a Core benefit when:

1. A market where there is limited selection of housing; or
 2. The household effects were not available for delivery to the new residence because of delays caused by the moving company; or
 3. An employee was denied a change in reporting date when such a change could have resulted in a reduction of the 15 days IAM&MA; or
 4. Permanent accommodation has not been obtained/occupied or suitable alternate accommodation is not available.
2. The Regional Corporate Management Branch is responsible to authorize IAM&MA requests beyond the initial 15 days and not to exceed 30 days in total, excluding packing, loading, cleaning, travel to new location, unloading and unpacking days.
 3. If denied IAM&MA beyond 15 days, a member may appeal the decision by submitting a detailed business case to the Departmental National Coordinator, through the Regional Corporate Management Branch.
 4. Approval of IAM&MA beyond the initial 15 days shall not be authorized in the following situations:

1. When interim accommodation is the result of a decisions to await occupancy of a certain type of permanent accommodation even though there is other suitable accommodation available; or
2. When the household goods could have been delivered within the initial 15 days; or
3. When awaiting occupancy of Crown-owned/leased (unless designated) or private accommodation (rented/purchased/under construction), is a personal decision.

NOTE: IAM&MA beyond 15 days, unless authorized as above, is reimbursed from the Personalized envelope.

5. A member will forward a request through channels to the Regional Corporate Management Branch and will include:
 1. The reasons for the delay in occupying the permanent accommodation,
 2. The prospective occupancy date and estimate of additional cost of interim accommodation,
 3. The type of accommodation occupied, and
 4. Any other relevant supporting information.

**4.23.
Dependent Care
during Packing
and Unpacking**

1. Dependent care expenses (in addition to any existing dependent care arrangements) incurred during the packing, loading and unloading and unpacking of household goods and effects will be reimbursed as follows:

Core Envelope

1. Up to \$75 / 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.)
2. \$35 / day (receipts not required) if care is provided by a friend, relative, nanny or housekeeper;
3. Up to 2 days at origin and 2 days at destination

Personalized Envelope

1. Only when additional days have been pre-authorized by Regional Corporate Management Branch
-

TRAVEL TO THE NEW LOCATION

Section 5

5.01. Policy

1. It is the responsibility of the RCMP to provide a member with transportation, accommodation, meals and miscellaneous allowance when relocating from one place of duty to another, within Canada. When traveling to the new location, a member is on travel status.
2. Reasonable costs resulting from an authorized stopover for the transaction of official government business (en route) or delays encountered as a result of illness are reimbursable.

5.02. Funding Overview

1. Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances, a member may sign a personal declaration justifying its loss. NOTE: Canada Revenue Agency requires original itemized receipts.
2. The benefits outlined in this section are funded from the Core envelope and if need be, the Customized and Personalized envelopes as follows:

Benefit	Core Envelope	Customized/Personalized Envelope
Transportation	Member, spouse or common-law spouse and children	Extended family
Meals	Member, spouse or common-law spouse and children	Extended family
Daily miscellaneous relocation expense allowance	Member, spouse or common-law spouse and children	Extended family
Accommodation	Member, spouse or common-law spouse and children	Beyond the Core envelope/extended family

NOTE: A member traveling to the new location is paid a meal and daily miscellaneous relocation expense allowance and is reimbursed for actual and reasonable accommodation expenses as per the Treasury Board prescribed rates as published on the following websites:

- http://publiservice.tbs-sct.gc.ca/travel/travel_e.html, or for internet access
- http://www.tbs-sct.gc.ca/travel/travel_e.html

**5.03.
Daily
Miscellaneous
Relocation
Expense
Allowance**

1. This allowance is calculated on the basis of actual expenses incurred during relocation. This allowance is provided for up to 15 days only and is applicable for extended family.
 2. The allowance is calculated as follows:
 1. Member: 12% of daily meal allowance (Treasury Board Travel Directive rate);
 2. Spouse or common-law spouse, dependents and extended family, each person: 6% of daily meal allowance.
-

**5.04.
Travel Time**

1. It is expected that trips of 650 kilometres or less will be completed in one calendar day. For trips of more than 650 kilometres, it is expected that an average of 500 km per calendar day will be traveled.
 2. The actual travel time (i.e. one day) will be used to determine a member's entitlements for a member using the RCMP plane. Thus, if a member is traveling 2000 kilometres by plane and it takes one day, the entitlement is for 1 day's meals, miscellaneous allowance and accommodation.
-

**5.05.
Commercial
Accommodation**

1. A member will be reimbursed actual and reasonable commercial accommodation expenses within the range found in the [PWGSC Accommodation and Car Rental Directory](#). When no hotel is listed, actual and reasonable expenses may be claimed from the applicable envelope.
 2. Accommodation expenses will be paid from either the Core or Customized or Personalized envelopes in accordance with the occupancy standards outlined in Section 5.08.
 3. Any upgrades to paragraphs 1 and 2 above will be funded from the Personalized Envelope.
-

**5.06.
Non-commercial/
Private
Accommodation**

1. A member who elects to stay in non-commercial and/or private accommodation will be paid a private accommodation allowance for each night that occupancy occurs. This allowance is payable per family unit/household and not per individual family members:

Core Envelope

1. \$50.00 per night/family, receipts are not required

Customized/Personalized Envelope

1. Not applicable
-

**5.07.
Combined
Commercial/
Non-commercial
Accommodation**

1. Where a family occupies both commercial and non-commercial/private accommodation, reimbursement will be for the commercial accommodations only.

**5.08.
Hotel/Motel -
Occupancy
Principles**

1. The number of rooms that a member is entitled to while proceeding to the new location is based on family size. The following outlines the room entitlement by family size:
 1. Family size of 1 = 1 room for 1 person
 2. Family size of 2 = 1 or (2 rooms if there is one dependent who is not the spouse or common law and is of the opposite sex and who is over 18)
 3. Family size of 3 to 5 = 2 rooms
 4. Family size of 6 or 7 = 3 rooms
 5. Family size of 8 or more = 4 rooms

**5.09.
Accommodation
Cost**

1. A member will be reimbursed actual and reasonable commercial accommodation expenses within the range found in the [PWGSC Accommodation and Car Rental Directory](#). When no hotel is listed, actual and reasonable expenses may be claimed from the applicable envelope.

**5.10.
Meals and
Miscellaneous
Allowance**

1. Meals and the miscellaneous allowance will be paid within the prescribed rates as follows:

Core Envelope

1. Meal allowance at the Treasury Board Travel Directive rates: member, spouse or common-law spouse and each dependent
2. Full meal allowance for each dependent under 12 years (except for isolated posts where actual and reasonable expenses will be paid)
3. Daily miscellaneous relocation expense allowance (member, spouse or common-law spouse, dependents)

Customized/Personalized Envelope

1. Meal allowance for extended family
2. Daily miscellaneous relocation expense allowance for extended family

**5.11.
Selecting the
Mode of
Transportation**

1. It remains the responsibility of the RCMP to determine the most appropriate means of transportation for which reimbursements apply. The method of travel must be finalized in consultation with the Regional Corporate Management Branch. The following factors should be taken into account:

1. The family circumstances at the time of the move;

2. A member's reporting date at the new place of duty;
3. The existence of an acceptable road network between the former and the new places of duty, and the weather conditions that prevail at that time; and
4. The delivery date of the household goods and effects.

NOTES:

1. When a mode of transportation has been approved, it is expected that the family unit will travel by such mode. Exceptions may be pre-authorized by the Departmental National Coordinator.
2. A permanently disabled member may have special costs related to transportation and accommodation during relocation. Reasonable and necessary costs actually incurred will be reimbursed.
3. All official air travel arrangements on a commercial carrier will be made via the Government's contracted travel services. There will be no reimbursements from either the Core or Customized envelope for travel arrangements made outside of this service provider.

**5.12.
Kilometric
Allowance**

1. A member authorized to travel by private motor vehicle (PMV) to the new location will be paid a kilometric allowance as follows:

Core Envelope

1. 1st PMV driven: Treasury Board Travel Directive kilometric rate; or
2. Motorcycle: 100% of the Treasury Board Travel Directive kilometric rate; and
3. Trailer: 50% of the Treasury Board Travel Directive kilometric rate.

Customized/Personalized Envelope

1. Second and additional vehicles driven
2. Additional trailers; at the same rates as if paid from the Core envelope

NOTE: Mileage is calculated from detachment to detachment, based on the computation completed in the authorized mileage software provided by the Third-Party Service Provider and could differ from actual distance traveled.

**5.13.
PMV Passenger**

1. When a member travels as a passenger in a PMV, the operator of which is not eligible to claim a kilometric allowance, a member may be reimbursed for actual and reasonable payments made to the operator.

Core Envelope

1. Actual and reasonable payments subject to kilometric allowance limitation detailed in Section 5.12. (no receipts required)
 2. When a member travels as a passenger in a PMV, the operator of which is eligible to claim a kilometric allowance, a member will not be reimbursed for any kilometric allowance since only one individual can claim the allowance.
-

**5.14.
Ferry and Toll
Charges**

1. A member will be reimbursed actual and reasonable expenses for road, ferry, bridge, tunnel tolls, and parking charges. Funding for these expenses will be determined by the manner in which the kilometric allowance is funded, i.e. toll costs incurred for a second vehicle will be funded from the Customized/Personalized envelopes.
Note: Ferry charges may include a berth/cabin, etc. when overnight travel is required.
-

**5.15.
Business Class
Upgrade on
Commercial
Carrier**

1. Business class upgrade is not authorized for travel within Canada.
-

**5.16.
Stopover or
Delays while en
route**

1. Additional travel time and costs resulting from an authorized stopover for the transaction of official government business (en route) or delays encountered as a result of illness, are reimbursable from the Core envelope.
 2. For a non-authorized stopover: A member authorized to travel by PMV or other non-commercial means, who makes a stopover for personal reasons (e.g. LTO or annual leave), will not be provided with any additional travel time or costs resulting from such a stop.
 3. Under normal circumstances, a member will stay each night at a different location while en route to the new destination. However, a member who spends two or more nights at the same location will be reimbursed the normal traveling expenses (for the distance to be covered between the former and the new workplace). The total travel time and reimbursement will not be extended as a result of the stopover.
-

**5.17.
Travel Expenses
and Rates
through U.S.A.**

1. In exceptional circumstances, and with prior approval from the Regional reviewer, a member may travel through the United States by PMV. Expenses will be paid in accordance with approved rates and should not exceed expenses that would have been incurred, had the travel taken place in Canada. Actual commercial accommodation expenses will be paid, if deemed reasonable, based on the price range stipulated in the [PWGSC Accommodation and Car Rental Directory](#).
-

**5.18.
Separated
Dependents**

1. When a member and family have been relocated, one or more dependents (who had lived in the family home at the time of the relocation) may remain at the former location to complete a post-secondary educational term.
2. When such dependents rejoin the family group:
 1. Traveling expenses to the new place of residence will be reimbursed in accordance with this appendix;
 2. Incidental travel expenses will not be paid; and
 3. Under no circumstances will expenses (e.g. during mid-term break) for holiday travel to join the family be considered.

RENTAL ACCOMMODATION

Section 6

**6.01.
Policy**

1. It is the policy of the RCMP to assist a member in the disposal and acquisition of a principal residence, when rented.

**6.02.
Funding
Overview**

1. Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances, a member may sign a personal declaration justifying its loss. NOTE: Canada Revenue Agency requires original itemized receipts.
2. The benefits outlined in this section are funded from both the Core envelope and if need be, the Customized/Personalized envelope as follows:

Benefit	Core Envelope	Customized/Personalized Envelope
Credit verification / credit check		Actual Expenses
Rent or lease liability (Section 6.04.)	Up to 3 months' rent, or more than 3 months (if required by law)	
Professional cleaning of former residence (Section 6.06.)	Up to \$100 (taxes included)	Costs over Core envelope
Rental agency finding fees (Section 6.07.)	Actual expenses at pre-negotiated established fees	
TDRA	See Section 6.08.	

Note: Any credit verification/credit check and associated costs incurred by the member to satisfy concerns of tenant standing can be reimbursed from the Customized/Personalized envelope.

**6.03.
Member's
Responsibility**

1. A member is responsible to try and obtain a lease with terms that are reasonable and flexible so as to minimize any potential cost to the Crown. To this end, a member should:

1. Advise prospective landlords that RCMP policy will not normally reimburse a member for more than 1 month's rent to hold accommodation, or three months' rent to terminate a lease, unless conditions outlined in 6.04.1.2.(1) are met.
2. Negotiate a lease for a maximum of 1 or 2 years.
3. Include a provision allowing for termination of the lease on 1 month's notice, or upon payment of 1 month's rent if notice cannot be given.
4. Avoid any clause which restricts a member's entitlement to sublet the accommodation at his/her discretion and not at landlord's discretion.
5. Consult and/or discuss prospective terms of lease with the Third Party Service Provider for professional clarification.

**6.04.
Rent or Lease
Liability**

1. A member who incurs rent or lease liability in order to dispose of his/her rented accommodation will be reimbursed the following:

Core Envelope

1. An amount up to the equivalent of 3 months' rent
2. Amounts (required by law) in excess of 3 months' rent ⁽¹⁾

(1) An alternative arrangement should be explored to determine if a less costly settlement could be arranged. All findings and approval must be directed to the Departmental National Coordinator. If a part of the reimbursement includes a rent payment, the following statement must be included in the request:

"I certify that if I receive a refund of all or any part of the rent payment from the landlord or from the person subletting, I will repay the Crown the portion for which I have received reimbursement."

**6.05.
Reimbursement
for Property
Damages**

1. There is no entitlement to reimbursement for rent or lease liability that results from property damage by a member.
 2. Any damage resulting from a sublet arrangement remains a member's responsibility and will not be reimbursed.
-

**6.06.
Professional
Cleaning of
Former Residence**

1. A member may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the former residence after the household effects have been loaded; or at the new residence before or after the unloading of furniture. The maximum entitlement under Core envelope is not to exceed \$100 (taxes included) in total for cleaning.

Core Envelope

1. Up to a maximum of \$100 (taxes included)

Customized/Personalized Envelope

1. Expenditures over the Core envelope

NOTE: Receipt/proof of payment is required.

**6.07.
Rental Agency
Finding Fees**

1. A member is reimbursed, under the Core envelope, actual and reasonable expenses for rental finding services provided by professional rental firms up to the pre-negotiated IRP established fees for a maximum of 2 days.

NOTE: For locations where established rates and services have not been negotiated, reimbursement will be up to an amount equivalent to the pre-negotiated IRP established fees per day for a maximum of 2 days.

2. A member, regardless of whether he/she is in a temporary dual residence assistance (TDRA) situation, is entitled to 1 rental search assistance which is to be funded from the Core envelope for either permanent rental accommodation or TDRA accommodation, but not both.
 3. Where a member uses the services of a Rental Search Agency (RSA) during the HHT phase to locate permanent rental accommodation and subsequently decides to purchase a residence instead, and has not moved in or signed a lease, the RSA fees will not be deducted from the purchasing costs.
 4. When the member engages the services of a Rental Search Agency Find Firm (RSA) and subsequently chooses to cancel the services and fails to notify the Rental Find Firm (7 days or more) prior to arrival, he/she will be personally responsible for any cancellation fee charges.
-

**6.08.
Temporary Dual
Residence
Assistance
(TDRA)**

1. Temporary Dual Residence Assistance (TDRA) is provided when a member, due to circumstances outside a member's control, is temporarily in a position of maintaining two residences. Two situations which are covered by this provision:
 1. When a member must lease accommodation before his/her arrival at the new place of duty, or
 2. When one or more dependents of a member remain at the former place of duty to complete an educational term (secondary school - current semester, college/university - current school year), or for other justifiable reasons.
2. When a member must lease accommodation before his/her arrival at the new place of duty, he/she may be reimbursed up to the cost of the first month's rent out of the Core envelope, with the following conditions:
 1. Reimbursement will be calculated from the first day of the lease at the new place of duty and cease on the date a member vacates the former residence.
 2. Should the period of assistance exceed one month, further assistance may be paid out of Customized/Personalized envelopes.
 3. When a member originally moved as a renter, then subsequently purchased a residence, and was reimbursed legal fees and other associated acquisition costs, a member will repay any financial assistance paid from the Core envelope under this provision.
 4. When this provision is used, interim accommodation will be limited to the day following delivery of a member's furniture and effects.
3. A member preceding the family to the new location has a choice of temporary/permanent accommodation. The costs of this accommodation will be reimbursed as follows:
 1. Accommodation, other than permanent accommodation, must be approved by the Regional Corporate Management Branch before a member secures such accommodation.
4. When one or more dependents of a member remain at the former place of duty, a member will be given an allowance of \$525/month from the Core envelope to help defray the dependents' living costs. The following conditions apply:
 1. Only one allowance will be paid.
 2. This allowance is not payable if other TDRA allowances are being paid.
 3. Eligibility is for a maximum of 180 days (6 months) or end of school year, whichever is greater.
5. Following submission of the initial expense claim, a member must submit one expense claim each month for TDRA and include the certificate in the following format:

"I certify that I have incurred living expenses in the amount of \$.....
during the period from to as a result of temporarily
maintaining two residences arising from my relocation and that those expenses
are not otherwise payable under the Integrated Relocation Program."

SALE OF HOME

Section 7

7.01. Policy

1. It is the policy of the RCMP to enhance a member's mobility by assisting in the disposal of a principal residence at the former place of duty.
2. An agreement of purchase or sale must be in writing and signed by both parties to be enforceable. The date an agreement of purchase or sale becomes binding is:
 1. If there are no conditions, the date the offer is accepted; or
 2. If there are conditions, the date the conditions are met or removed.

7.02. Funding Overview

1. Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances, a member may sign a personal declaration justifying its loss. NOTE: Canada Revenue Agency requires original itemized receipts.
2. The benefits outlined in this section are funded from both the Core envelope and if need be, the Customized/Personalized envelope as follows:

Benefit	Core Envelope	Customized/Personalized Envelope
Real estate commission (Section 7.06.)	Established fees	
Legal fees and disbursements (Section 7.07.)	Established fees	
Appraisal fees (Section 7.08.)	1 professional appraisal @ IRP rates (see Section 7.08. for applicable type of appraisal)	
Mortgage breaking penalties (Section 7.09.)	Member chooses not to buy/cannot port: Up to 3 months' interest, or \$5,000; whichever is less	Member may port but decides not to port his/her mortgage Up to 3 months' interest, or \$5,000; whichever is less
Attending fees or Power of Attorney (Section 7.10.)	As per Section 7.10.	
Temporary dual residence assistance (TDRA) (Sections 7.11.to 7.15.)	Up to 6 months' maximum Actual and reasonable	Additional months

Commuting assistance (Section 7.16.)	Up to 6 months' maximum Up to \$1,000/month (as per Section 7.16.)	
Building/structural inspection (Section 7.17.)		As described below
Home equity assistance program (HEAP) (Section 7.21.)	80% of loss up to \$15,000 - home value capped at \$300,000	Remaining loss: subject to the availability of funds and Canada Customs and Revenue Agency's limitation
Home sale assistance (EX-equivalent)	EX-equivalent as per Section 13	
Professional cleaning of residence (Section 7.24.)	Up to \$100 (tax included)	Amounts in excess of Core envelope
Capital improvements (Section 7.23.)		As described below
Marketing incentives (Section 7.28.)		As recognized by Canada Customs and Revenue Agency

**7.03.
Time Limit on
Sale**

1. A member may claim the benefits if the residence is sold within 2 years from the date that the member receives the transfer notice in writing.
 2. A member must decide within 10 business days of receipt of the appraisal, and prior to listing the house, whether he/she will sell the house, request a delay of sale, request the incentive not to sell (as per Section 7.29.) or elect to retain the principal residence (as per Section 12.06.) The incentive not to sell and retention of the principal residence are forfeited the moment the principal residence is placed for sale and as such, no attempts to “try” the Real Estate market will be granted.
 3. A member must request authorization from the Project Authority at Treasury Board Secretariat, through the Departmental National Coordinator if they want to delay listing his/her principal residence. Exceptional circumstances must exist and approval is not automatic.
 4. If the member is granted a delay of sale, or if he/she elects to retain the principal residence, any future real estate or legal fees which would have been payable had the member chosen to sell will be based upon the current appraised value and the current maximum fees and rates. There are no future entitlements to real estate or legal fees for a member requesting the incentive not to sell.
-

**7.04.
Occupancy
Requirements**

1. There is no entitlement under the IRP for the reimbursement of expenses associated with the sale of a property unless a member, his/her dependents or both, immediately prior to official notification of the posting, occupied the residence as the principal residence (as defined by Canada Revenue Agency).
-

**7.05.
Lot Size**

1. The reimbursement of expenses in the IRP is limited to a lot size of not in excess of 1.235 acres (1/2 hectare) unless otherwise required by zoning law, ultimately not to exceed 4 acres (1.6 hectares).

NOTE: If additional land or acreage is sold as a parcel with the principal residence, a member will only be reimbursed for that portion of the cost which results from the sale of the residence together with the lot size limitations as indicated above.

**7.06.
Real Estate
Commission**

1. A member will be reimbursed actual real estate commissions (as per the open-broker policy of the IRP contract) under the Core envelope not exceeding the pre-negotiated established fees.
-

**7.07.
Legal Fees and
Disbursements**

1. A member will be reimbursed associated legal fees and disbursements, including applicable taxes, necessarily incurred to complete the sale of the property from the Core envelope.
 2. Other expenses (of a legal nature necessarily incurred to provide clear title to a property) will be reimbursed under the Core envelope as follows:
 1. Land survey costs if a member's lawyer/notary certifies that:
 - The last survey is more than 5 years old; or
 - Observable changes were made to the lot since the last survey; or
 - By law, the vendor is required to provide a survey
 2. Charges levied by the lender for the disposal of a first or second mortgage on the property, but not both.
 3. To be eligible for real estate and legal fees at the former post, the principal residence should be continuously listed for sale at or near fair-market value.
-

**7.08.
Appraisal Fees**

1. For a member who owns a home, an appraisal is required. The appraisal cannot be delayed and must be booked immediately following the initial contact with the Third-Party Service Provider, even if the member plans to retain the principal residence or to request the incentive not to sell or a delay of sale. There are two different types of appraisals:

1. To further assist in establishing market value to facilitate disposal, a Standard Home Industry Appraisal reflecting the typical turnover period for properties of the type being appraised in a given sector or community is required. This will be administered when Home Equity Assistance Program (HEAP) is not expected.
2. For specific relocations only, where there is a possibility that HEAP may be claimed, a Canadian Employee Relocation Council (CERC) standard residential appraisal is required.

Core Envelope

1. One professional appraisal (as per the conditions above) not exceeding IRP pre-negotiated rates. A second appraisal can be done from the Core envelope only when requested by the Departmental National Coordinator in exceptional circumstances. An average of the two will be used.

Personalized Envelope

1. A second appraisal when requested by the member and deemed necessary by the Departmental National Coordinator.

**7.09.
Mortgage
Breaking
Penalties**

1. A member will be reimbursed a mortgage early repayment penalty up to an amount not exceeding 3 months' interest or \$5,000, whichever is lesser.

Core Envelope

1. A member purchasing at the new location, prohibited from porting his/her mortgage, including the imposed limitations and conditions by the financial institutions that prevent the member from porting
2. A member not purchasing at the new location

Personalized Envelope

1. A member purchasing at the new location, terminating his/her mortgage at the former place of duty when portability was an option but where the member decided not to port

Members purchasing at the new location within the time limitations of the RCMP IRP, however unable to port due to the extended period of time between the sale and purchase at the new location can claim mortgage-breaking penalties from Personalized funds only.

2. A member should be aware that terminating a mortgage is not always necessary when selling a home. The primary focus is to ensure the portability of mortgages wherever possible.
3. If an administration fee for setting up the mortgage or porting the mortgage is charged, it is to be funded from the envelope which funded the penalty.

**7.10.
Attending Fees or
Power of
Attorney**

1. Fees for the preparation of attending fees or Power of Attorney are not reimbursable unless a member was prevented from being present for mandatory operational reasons, which need to be certified by the manager to the Third-Party Service Provider, through the Regional Corporate Management Branch. In this case, such fees may be reimbursed from the Core envelope.
2. Approval of attending fees or Power of Attorney resulting from exceptional circumstances other than for operational reasons must be approved by the Departmental National Coordinator.

NOTE: All efforts should be made to courier documents/material between legal firms.

**7.11.
Temporary Dual
Residency
Assistance
(TDRA) -
Conditions of
Reimbursement**

1. Non-reimbursable expenses:
 1. A member remains at all times responsible for the expenses associated with one household, either at origin or at destination depending on the circumstances.
 2. Items that are not reimbursable include capital costs portion of a mortgage payment, car rental costs at either location, expenses related to a dependent who has been attending an education facility and was not living at home prior to the member's relocation.
2. Conditions of reimbursement:
 1. TDRA requires prior approval from the Regional Corporate Management Branch, with concurrence from the member's Commanding Officers / Director of both the departing and receiving Divisions.
 2. In most cases, TDRA is due to an operational requirement for the member to start work at destination before the house at origin sells and the transfer date cannot be extended.
 3. Separation from the former house is not due to dependents remaining behind to dispose of income producing property. Further, separation must not be based on a personal reason, e.g. employment, marital separations.
 4. The principal residence at origin must be actively marketed for sale, at a price which is deemed reasonable based on the appraised market value.
 5. A dependent left behind who has been living at home (principal residence at origin) prior to the relocation must be in full-time attendance at school (secondary school - current semester, college/university - current school year).
3. Original receipts are required for all reimbursements.
4. While on TDRA, a member is entitled under the Core envelope to a final return trip home to effect the move.

**7.12.
TDRA - Member
Moves Household
Goods and Effects
and Family**

1. When a member and dependents proceed to a new place of duty and the former residence remains unsold, vacant, and is being continuously and actively marketed/listed, the following benefits are reimbursable on the unsold property:
 1. Interest charges on a first mortgage or on a second mortgage if there are no charges on the first mortgage
 2. Property taxes
 3. Utilities (i.e. electricity and heating)
 4. Property maintenance (snow removal, lawn cutting, etc.) on the vacant residence at origin
 5. Additional insurance costs
 6. Rental of mobile home pad

Note: If a member is charged additional insurance for leaving the property at origin vacant, the extra insurance costs will be reimbursed from the Core envelope.

Example: If insurance while the house was occupied is \$100 a month, and the insurance increases to \$120 a month for vacant property insurance, the increased cost of \$20 will be reimbursed from the envelope that funds TDRA expenses.

Core Envelope

1. actual and reasonable expenses
2. up to 180 days (6 months)

Customized/Personalized Envelope

1. period in excess of 180 days (6 months)

**7.13.
TDRA - Member
Proceeds
Unaccompanied**

1. A member with dependents proceeding alone to the new place of duty are reimbursed interim accommodation expenses to a maximum of 7 days in order to secure semi permanent accommodations.
2. Accommodation must be approved by the Regional Corporate Management Branch before a member secures accommodation at the new place of duty. When a member proceeds to the new place of duty unaccompanied and the primary residence is being continuously and actively marketed, the following benefits are reimbursable:

Commercial Accommodation (Hotels/Apartment-Hotels)

Core Envelope

1. actual and reasonable accommodation expenses inclusive of parking, laundry charges, etc.
2. up to 180 days (6 months)
3. 65% of dinner rate

NOTE: The meal allowance depends on whether a member is separated from the dependents living in the principal residence at origin. If a member is not separated from his/her dependents (i.e. the family has joined him/her at the temporary residence but the house at origin is still unsold) there is no payment of the meal allowance.

Customized/Personalized Envelope

1. period in excess of 180 days (6 months)

Private Accommodations or Room and Board

Core Envelope

1. actual and reasonable receipted accommodation expenses
2. up to 180 days (6 months)
3. no meal allowances are payable

Customized/Personalized Envelope

1. accommodation expenses in excess of the Core envelope
2. no meal allowances are payable

NOTE: For persons in private accommodation, deductions in the monthly allowance will be made if the period of absence exceeds one week. Reductions will be proportionate to the period of absence. A member must notify the Third-Party Service Provider of this absence, to ensure benefits are applied and limited correctly.

Permanent Family Home – Rented or Purchased

1. When a member proceeds unaccompanied to a new place of duty and the former residence remains unsold and is being continuously and actively marketed, the following benefits are reimbursable on the property at the new location:
 1. rental costs inclusive of parking, laundry charges, furniture rental, etc.
 2. utilities (e.g. basic telephone, cable, electricity)
 3. interest charges on a first mortgage or on a second mortgage if there are no charges on the first mortgage
 4. property taxes
 5. rental of mobile home pad

Core Envelope

1. Actual and reasonable expenses
2. Up to 180 days (6 months)

Customized/Personalized Envelope

1. Period in excess of the Core envelope

Government Owned or Controlled Accommodation

1. Members in temporary dual residency occupying this type of accommodation will be entitled to all meals and incidentals but not the \$50.00/night private accommodation.

Core Envelope

1. A member will be reimbursed actual costs for meals and incidentals (When these living quarters are self-contained, as per definition 16.36., the only expenses reimbursed will be the cost of utilities and laundry (not dry cleaning) when these are not provided free of charge to a member.)

7.14. TDRA - Member Moves Household Goods and Effects - Leaves One or More Dependents at Former Place of Duty

1. When one or more dependents of a member remain at the former place of duty to complete an educational term (secondary school - current semester, college/university - current school year), the only living expenses reimbursed are as follows:

Core Envelope

1. \$525/month for private accommodation (see [6.08.4.3.](#))

Personalized Envelope

1. Amounts in excess of the Core envelope

NOTES:

1. When a member or family, or both, are relocated, but one or more dependents (who had lived in the family home at the time of the relocation) remain at the former location (e.g. to complete an educational term or for other justifiable reasons), a member will be reimbursed the equivalent of the private accommodation allowance (\$525/month) to help defray the dependent's living costs. Only one allowance will be paid. This allowance is not payable if other TDRA allowances are being paid.

2. Dependents left behind for school, at the conclusion of the semester or school year, are entitled to transportation and traveling expenses in accordance with Section [5](#).

2. When one or more dependents precede a member and the family to the new place of duty (normally to start an educational term), a member will be reimbursed his/her living expenses from the Core envelope, to the maximum of the private accommodation allowance of \$525/month.

**7.15.
Temporary Dual
Residence**

1. A member may be reimbursed actual and reasonable expenses associated with being in dual residency.

**Assistance
(TDRA) –
Weekend Travel
Home**

2. When a door-to-door move is not possible and TDRA is approved, a member will be entitled to travel home on weekends as follows:
 - One (1) trip over the initial thirty days of the TDRA; and
 - Three (3) trips over the initial sixty days of the TDRA; and
 - Not to exceed five (5) trips of the period of the TDRA.

Note: Only applicable when dependents remain in the unsold residence at the former post.

**7.16.
Commuting
Assistance**

1. When the former and new locations of work are within daily commuting distance and purchase of a residence at the new place of work would meet the 40 km limitation as defined by the *Income Tax Act*, a member may commute daily (subject to prior approval by management in consultation with the Departmental National Coordinator), while making the decision to acquire permanent accommodation at the new place of work. In those circumstances, the commuting allowance may be paid instead of the costs that would be incurred for temporary accommodation at the new place of work.
2. Due to the uniqueness of RCMP operations, reimbursement will be based on the kilometric rate approved by Treasury Board and is subject to the following:

Core Envelope

1. Up to 3 months (no extensions)
2. Up to \$500/month
3. 100% of the kilometric rate for motorcycles

Customized/Personalized Envelope

1. No reimbursement in excess of the Core envelope will be provided

NOTE: The intent is to assist a member who is seriously considering relocating his/her principal residence.

Example: Transferred from Bowmanville to Milton. Member resides in Pickering. Member would be required to commute an additional 60 kilometres. Member would be reimbursed 120 (60 x 2) kilometres daily to maximum of \$500/month. Transportation costs incurred in these multiple trips are offset because a member is not paying for accommodation. This authority rests with the Departmental National Coordinator.

**7.17.
Building/Structural
Inspection**

1. A member may be reimbursed expenses for a building/structural inspection if it is necessary to realize a sale of the property.

Custom/Personalized Envelope

1. Reimbursable amount not to exceed established fees negotiated by the Third-Party Service Provider

NOTE: Both the level of service and fees should comply with the IRP requirements and the Third-Party Service Provider should be consulted. The Crown is not responsible for more than one structural inspection cost per relocation.

**7.18.
Return Trip to
Finalize Sale**

1. A member who qualifies for TDRA and who subsequently sells the former residence may, in exceptional circumstances, be authorized to return unaccompanied by the most economical means to the previous place of duty on annual leave to finalize the sale.

Core Envelope

1. Reimbursed for up to 2 days' traveling and return transportation expenses

NOTE: All efforts should be made to courier documents/material between legal firms. As a last resort, a member should return to finalize the sale.

**7.19.
Return Trip to
Effect Move**

1. A member who qualifies for TDRA and must return to the former place of duty to effect the move will be reimbursed actual and reasonable transportation and traveling expenses as follows:

Core Envelope

1. Transportation (by most economical means)
 2. Meals and incidentals (maximum of 5 days)
-

**7.20.
Selling Property
for less than 95%
of the Appraisal**

1. Members who incur a loss between original purchase price and sale price and who sell their property for less than 95% of the appraised value must receive approval from the Departmental National Coordinator prior to reimbursement of the home equity assistance. The purpose is to prevent possible situations of unduly reduced sale prices.
-

**7.21.
Home Equity
Assistance
Program (HEAP)**

1. A member who sells his/her home at a loss may be reimbursed the difference between the original purchase price (at time of initial posting) and its sale price (home value capped at \$300,000).
2. The reimbursement of such losses is jointly funded from the Core envelope and Customized/Personalized envelope as follows:

Core Envelope

1. 80% of all qualifying losses up to a maximum of \$15,000 or
2. 100% of all qualifying losses in a depressed housing market as supported by Treasury Board Secretariat. These requests must be submitted through the Third-Party Service Provider to the Departmental National Coordinator on a case-by-case basis. See Section 7.22.

Customized/Personalized Envelope

1. Any remaining losses subject to funding within the envelope
3. The Departmental National Coordinator must be advised of all HEAP requests. 100% HEAP and Depressed Market requests must be forward to the Departmental National Coordinator for authorization by the Project Authority at Treasury Board Secretariat.
4. It is a member's responsibility to ensure all possible effort is made to prevent the need for HEAP. If equity loss is a direct result of a member's neglectful actions (e.g. ignoring advice from the Third-Party Service Provider, and building a house in a declining market with no existence of comparable housing) the Departmental National Coordinator reserves the right to refuse or limit HEAP.
5. Any reduction in the purchase price based upon deferred maintenance will not be included when calculating HEAP.

Example: Inspection of residence reveals that furnace must be replaced. If the asking price is reduced in lieu of replacing the furnace, this amount is excluded under HEAP.

6. The HEAP is not applicable to EX-equivalents.
-

**7.22.
Depressed
Market Status**

1. A member and the Realtor must build a case for depressed market status approval by submitting the following documentation to the Third-Party Service Provider for review, and forwarding to the Regional Corporate Management Branch who will forward it to the Departmental National Coordinator. The Departmental National Coordinator will forward it to Treasury Board Secretariat.
 1. Personal introduction including an outline of changes in the local economy evident during the time at origin.
 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:
 1. Letter from Realtor expressing his/her professional opinion of the overall decline in the market since time of purchase,
 2. Copies of comparable sales (similar type homes) that were concluded within the past 6 to 12 months,
 3. Number of current listings in various price ranges and number of days on the market,
 4. Number of sales (year-to-date) in various price ranges and number of days on the market,
 5. Number of sales during previous 2 years in various price ranges and number of days on the market,
 6. Number of foreclosures (year-to-date) and same for previous 2 years, and
 7. Current vacancy rates, and similar information from previous years

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

**7.23.
Capital
Improvements**

1. A member who incurs a loss on the sale of a residence after eligible capital improvements have been included in the adjusted purchase price, may be reimbursed from the Customized/Personalized envelope. Original receipts are required for all capital improvements and are reviewed and approved by the Third-Party Service Provider based on Canada Revenue Agency requirements.

Example:

1. The original purchase price is \$100,000. Subsequent capital improvements of \$10,000 were done on the residence which now sold for \$100,000. A member would not qualify for HEAP; however, because the loss is based on the adjusted purchase price (\$100,000 + \$10,000), a member will be able to claim a reimbursement of \$10,000 for the capital improvements done based on actual receipts which are reviewed by the Third-Party Service Provider.
2. The original purchase price is \$90,000. Subsequent capital improvements of \$10,000 were done on the residence which now sold for \$100,000. In this instance there is no loss on the sale, therefore, there would not be an entitlement for any claim.

NOTE: Capital improvements are based from when a member takes possession of the residence now being sold, to the point of sale of said residence. Improvements that would have taken place between such time may be considered as not part of the original purchase price.

2. The following is a list of capital improvements:

- Addition of bedroom
- Addition of bathroom
- Installation of new windows
- Addition of deck
- Addition of garage
- Addition of porch/patio and walkway
- Addition of storage shed
- Complete modernization of kitchen (new cupboards, countertops, sink, taps, etc.)
- Complete modernization of Bathroom (new cupboard/vanity, countertop, sink, shower/tub etc.)
- Change of heating system (hot water radiator to force air gas or upgrades to high efficiency furnace) and required duct work
- Necessary basic landscaping other than decorative
- Perimeter fencing
- Installation or paving of driveway
- Installation of Central Air Conditioning

Note: In the event of an audit, Canada Revenue Agency (CRA) remains the final authority regarding eligibility of the items

3. This is not applicable to EX-equivalents.

**7.24.
Professional
Cleaning of
Residence**

1. A member may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the former residence after the household effects have been loaded; or at the new residence before or after the unloading of furniture. The maximum entitlement under the Core envelope is not to exceed \$100 with receipts (taxes included) in total for cleaning services or rental of professional cleaning device.

Core Envelope

1. Up to a maximum of \$100 (taxes included)

Customized/Personalized Envelope

1. Expenditures over the Core envelope

NOTE: Receipt/proof of payment is required.

**7.25.
Income Property**

1. A member who sells an income-producing property such as a duplex, triplex, multiple unit building, small store or confectionery, that is also his/her residence, will only claim expenses for that part of the building which is used as the principal residence. A member must disclose the percentage of the building which is used as a principal residence when completing the necessary IRP participation agreement with the Third-Party Service Provider.
-

**7.26.
Private Sale**

1. A member who sells the principal residence privately, in lieu of real estate fees, may be reimbursed from the Core envelope the actual and reasonable costs related to the sale. These include but are not limited to appraisal, advertising For Sale signs, and similar expenses related to the sale. The sum of such expenses must not exceed the commission that would have been paid had the residence been sold by a licensed real estate agent at IRP established fees. Receipts are required.
 2. A member who sells privately is not entitled to receive the 80% savings on real estate commission as this benefit is only available to those who choose not to sell.
-

**7.27.
Co-ownership**

1. Where the principal residence is co-owned by a person who is not the spouse or common-law spouse or a dependent of a member, only that portion of the expenses directly proportional to a member's legal share of the property will be reimbursed. A member must disclose the percentage of ownership when completing necessary IRP participation agreement with the Third-Party Service Provider.
-

**7.28.
Marketing
Incentives**

1. If, on the advice of the Third-Party Service Provider, marketing incentives are necessary to realize the sale of the property, the incentives may be reimbursed. They must be clearly identified on an amended property listing agreement and the agreement to purchase document.

Customized/Personalized Envelope

1. As recognized by Canada Revenue Agency, incentives could be decoration bonuses, early closing bonuses; prepaid condo fees and/or property taxes; mortgage interest buy down (funded from Personalized envelope only), etc.
 2. Reimbursement is subject to funding availability. It must be on the advice of the Third-Party Service Provider where it is deemed necessary in order to sell the house.
-

**7.29.
Incentive
Credited to
Personalized
Envelope**

1. A member who elects not to sell the home at the former place of duty may transfer 80% of the real estate commission fees to the personalized envelope that would have been payable had the home been sold (taxes excluded). The amount payable is calculated on the appraised value at pre-negotiated corporate real estate commission rates, capped at \$12,000.

Example: Appraised value of home is \$300,000 maximum. The commission at 5% is \$15,000. Therefore, a member could transfer \$12,000 (i.e. \$15,000 x 80%) from the Core envelope to the Personalized envelope.

NOTE 1: Those taking this credit must sign a waiver foregoing any future reimbursement by the Crown of real estate fees, legal fees or other related disposal costs for the property in question, as well as any sale-related benefits such as TDRA, etc whether or not they re-occupy. See Appendix B.

NOTE 2: A member who would not incur real estate commission in the sale of his/her house is not entitled to this incentive. (E.g.: Coop bylaws preclude charging a real estate commission on the sale.)

PURCHASE OF REPLACEMENT RESIDENCE

Section 8

8.01. Policy

1. It is the policy of the RCMP to enhance a member's mobility by assisting in the acquisition of a principal residence at the new location. It is not necessary (unless otherwise specified in this appendix) for a member to have been a home owner at the previous place of duty to be eligible for reimbursement of certain costs related to the purchase of a principal residence. The Third-Party Service Provider will advise and guide a member on all aspects or services relative to the acquisition of a home.

8.02. Funding Overview

1. Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances, a member may sign a personal declaration justifying its loss. NOTE: Canada Revenue Agency requires original itemized receipts.
2. The benefits outlined in this section are funded from the Core envelope and if need be, the Customized/Personalized envelope, as follows:

Benefit	Core Envelope	Customized/Personalized Envelope
Legal fees and disbursements (Section 8.13.)	Up to established IRP rates	
Structural inspection (Section 8.14.)	One inspection per IRP rates	
Additional inspections	See Section 8.14.	
Attending fees and Power of Attorney (Section 8.15.)	Actual and reasonable costs	
Mortgage interest differential	Cannot port: up to \$5,000, up to the remaining term (5-year maximum)	Can port. See Section 8.16. (Personalized envelope only)
Mortgage default insurance premium		As described in Section 8.17.
Interest on loan for home purchase deposit	As described in Section 8.19.	
Bridging financing		As described in Section 8.20.

\$25,000 home relocation loan		As per counselling
Mortgage interest buy-down (Section 8.22.)		Personalized envelope only
Professional cleaning	\$100 maximum (see Section 8.23.)	Amounts in excess of the Core envelope
New home warranty		Personalized envelope only

**8.03.
Time Limit to
Purchase**

1. A member may claim the benefits provided that the replacement residence is purchased at the new location not more than 2 years after:
 1. The post-implementation/departure date; or
 2. Within 2 years of reporting for duty at the new location, whichever is later.

NOTE: All expenses should be submitted within the 2-year time frame, i.e. relevant documentation related to the acquisition of the residence.

**8.04.
Occupancy
Requirements**

1. There is no entitlement until a member or the dependents actually move into the new home. If a member or the dependents do not occupy the home, no benefits are payable.

**8.05.
Lots and Lot Size**

1. The benefits apply equally to the purchase of a lot on which a principal residence will be situated.
2. The reimbursement of expenses is limited to a lot size of not more than 1.235 acres/½ hectare or, where required by zoning laws, a lot size of not more than 4 acres/1.6 hectares.

NOTE: If additional land or acreage is purchased (on either a new construction or resale home), a member will be reimbursed only for that portion of costs, which would have been reimbursed within the above limitations. The member is responsible to provide substantiation of the property value.

**8.06.
New Home
Construction**

1. A member who constructs a principal residence at the new place of duty will be reimbursed those expenses related to the purchase of the land and home which would have been reimbursed if a home was purchased on the market.
2. Taxes such as GST, PST and/or HST are not reimbursable.
Note: The purchase price will be reduced by the amount of any rebate or GST/PST/HST to the purchaser or builder if these taxes were included in the original purchase price.

3. All costs identified in the building agreement will be deemed as part of the original purchase price.
4. All costs not identified in the building agreement will be deemed capital improvements.
5. New home warranties are reimbursable under the Personalized envelope only.

**8.07.
Purchase After
Move**

1. Only one type of assistance is payable for acquiring accommodation at the new location whether rented or purchased. A member may be reimbursed expenses incurred to rent a dwelling (i.e. rental assistance) or expenses incurred to purchase a home, but not both.
2. A member, who was originally moved into rental accommodation, is entitled to the benefits of legal fees on purchase within 2 years from the date of reporting for duty at the new location. However, the reimbursement of legal fees will be abated by any amounts reimbursed for TDRA.

**8.08.
Non-Admissible
Expenses**

1. Payments on closing, such as adjustments for utilities, municipal taxes or any other costs not essential to the establishment of clear title, are not reimbursable.
2. The purchase price will be reduced by the amount of any rebate or GST/PST/HST to the purchaser or builder if these taxes were included in the original purchase price.

**8.09.
Income
Properties**

1. A member who purchases an income-producing property (such as a duplex, triplex, multiple unit building, small store or confectionery) which is also a member's residence will only be reimbursed expenses for that part of the building that he/she uses as the principal residence.

**8.10.
Co-Ownership**

1. Where the principal residence is co-owned by a person who is not the spouse or common-law spouse or a dependent of a member, only that portion of the expenses directly proportional to a member's legal share of the property will be reimbursed. A member must disclose the percentage of ownership when completing the necessary IRP participation agreement with the Third-Party Service Provider.

**8.11.
Loss of Deposit**

1. A member who loses a deposit when buying a home because he/she fails to fulfill the purchase agreement, for other than service reasons, is not entitled to reimbursement for the loss of that deposit.
-

**8.12.
Mobile Homes**

1. A member who purchases a mobile home is entitled to the same benefits as outlined in this appendix and is subject to the same limitations that apply to any other type of residence. See note in Section 9.01 for restrictions.
-

**8.13.
Legal Fees**

1. A member will be reimbursed associated legal fees and disbursements, including applicable taxes, incurred to complete the purchase of his/her property. A member is reimbursed for those other expenses of a legal nature necessarily incurred to obtain clear title to a property.

Core Envelope

1. Sheriff's fees
 2. Land transfer tax
 3. Deed transfer charges
 4. Title insurance or survey costs
 5. Certificate of execution
 6. Attending fees/Power of Attorney
 7. Appraisal fees necessarily incurred at the request of the lender to obtain a first or second mortgage.
-

**8.14.
Building/
Structural
Inspection**

1. A member will be reimbursed fees charged (proof of payment must be provided) by a qualified structural inspector for one building/structural inspection prior to the purchase of a new principal residence whether or not covered by a warranty at the time of possession.

Core Envelope

1. One structural inspection up to the maximum IRP negotiated fee (If house does not pass structural inspection, fees for subsequent residential structural inspection on new conditional offers will be reimbursed from the Core envelope, to a maximum of 2 total.)
2. Additional follow-up inspections for such things as termite inspection, inspection of the well, water portability septic system, etc., if the original inspection specifies a requirement/recommends it be done

Customized/Personalized Envelope

1. One structural inspection up to the maximum IRP negotiated fee for a new home covered under warranty but which has never been occupied
Note: Additional expenses incurred from Pyrite Inspections when purchasing a replacement residence located in an identified risk zone may be reimbursed from the Core envelope
-

**8.15.
Attending Fees
and Power of
Attorney**

1. It is expected that a member/spouse or common-law spouse will be present at the closing of his/her purchase transaction. As such, fees for the preparation of attending fees or Power of Attorney are not reimbursable, unless the manager personally certifies to the Third-Party Service Provider that a member was prevented from being present for operational reasons.
2. Approval of attending fees or Power of Attorney resulting from exceptional circumstances other than for operational reasons must be approved by the Departmental National Coordinator.

Core Envelope

1. actual and reasonable costs for attending fees and Power of Attorney
-

**8.16.
Mortgage Interest
Differential**

1. When a member's interest rate on his/her first mortgage at the new location is higher than the interest rate on the mortgage at the former place of duty, he/she will be reimbursed as follows:

Core Envelope

1. for a member purchasing at the new location who is prohibited from porting his/her mortgage, including the imposed limitations and conditions by the financial institutions that prevent the member from porting, up to \$5,000

Personalized Envelope

1. for a member purchasing at the new location and terminating his/her mortgage at the former place of duty when portability was an option but where the member decided not to port, up to \$5,000
2. The amount is calculated as follows:
 1. The difference in the interest charges between the two mortgages.
 2. Calculation will be based on the outstanding mortgage and the remaining term of the mortgage at the former place of duty not exceeding 5 years.
 3. If the new mortgage principal is for a lesser amount than the previous mortgage principal, that lower principal will be used to calculate the differential.
3. When a member has a floating or variable rate mortgage at the new location, the initial new interest rate will be used to calculate and pay reimbursement for the entire year. Any adjustments necessary will be made at the time of the annual reconciliation.

**8.17.
Mortgage Default
Insurance (MDI)
Premium**

1. The MDI premium is required by law where the mortgage is more than 75% of the purchase price or may be required under other conditions. As such, a member may be reimbursed MDI expenses and administration fees paid to an insurer. There are no restrictions regarding whether the premium is to be in one lump sum or amortized over the life of the mortgage.

Customized/Personalized Envelope

1. Actual premium, or part thereof

NOTES:

1. If the equity in the former residence is not transferred fully to the new residence, any resulting increase in the premium (or the levying of the premium) will not be reimbursed.
2. However, if the premium would have been payable in any case, the appropriate portion of it may be reimbursed even when only part of the equity is transferred to the new residence.
3. A member is eligible to take advantage of possible MDI premium reductions/savings. The fee for the reduction/savings shall be charged to the same envelope as the premium is paid from.

**8.18.
Other Mortgage
Provisions**

1. A member who purchases a replacement residence at the new location before the principal residence at the former place of duty has been sold, may be reimbursed associated costs not to exceed a member's amount of equity in the former home as outlined in Sections [8.19. to 8.23.](#) inclusive.

**8.19.
Interest on Short-
Term Personal
Loan**

1. A member who secures a short-term personal loan exclusively as a deposit for the purchase of a principal residence at the new place of duty qualifies for assistance.

Core Envelope

1. interest on the loan to the conclusion of the purchase (until purchase date or 1 year, whichever is earlier)
2. reimbursement of necessary administration fees to process this transaction/loan

NOTE: The amount of the loan will not exceed the minimum amount needed to confirm a commitment to purchase a residence.

**8.20.
Interest on Short-
Term Bridging
Loan**

1. Based on the equity in a member's principal residence at the former place of duty, a short-term personal loan (bridging loan) may be secured to purchase a principal residence at the new place of duty.

Customized/Personalized Envelope

1. the interest on a short-term personal loan (bridging loan)
2. included in the reimbursement are necessary legal and administrative fees associated with the loan, excluding third-party fees charged which may be incurred in obtaining such a loan
3. the period of reimbursement will extend to a maximum of 10 working days following the date the sale transaction is completed or at the end of 6 months, whichever is the earlier

NOTES:

1. In exceptional circumstances, this period may be extended for an additional 6 months by the Departmental National Coordinator based on recommendations of the Third-Party Service Provider.
2. Interim financing on the purchase of a new home may be required because of provincial legislation which imposes a delay on the transfer of proceeds of sale on closing because of registry requirements. Interest on this short-term loan (normally not to exceed 14 days) for the amounts frozen will be reimbursed.

**8.21.
Interest on a
Subsidized Home
Relocation Loan**

1. Under certain relocation-related conditions, it is possible to reimburse interest expenses on a subsidized home relocation loan to a member.

Customized/Personalized Envelope

1. Interest expenses on a home-relocation loan
2. Relocation must meet the following criteria:
 - a. A member is to start work at the new location in Canada
 - b. Loan (not to exceed \$25,000) is to buy a residence that is at least 40 km closer to the new work location
 - c. The dwelling is purchased for habitation purposes

Note: Interest on a subsidized Home Relocation Loan does not apply when relocating locally after initial transfer (ie: renting a replacement residence and purchasing within the 2-year time frame). The only exceptions under CRA Rules are as follows: Member signs an Agreement of Purchase and Sale prior to relocating to the new place of duty and occupies interim accommodation (rental or commercial/non-commercial) until the new residence is available. Must be less than one year from relocation to ensure the benefit remains non-taxable.

**8.22.
Mortgage
Interest
Buy-Down**

1. Under certain relocation-related conditions, a member may be reimbursed interest expenses to buy-down the interest rate on a mortgage.

Personalized Envelope

1. Interest bought down on a mortgage
2. Additional legal fees/bank charges to establish this arrangement

NOTE: The buy-down amount cannot be below the prescribed rate set by Canada Revenue Agency. This rate is revised on a quarterly basis and the benefit will be applied using the applicable rate at the time of closing.

**8.23.
Professional
Cleaning of
Residence**

1. A member may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the former residence after the household effects have been loaded, or at the new residence before or after the unloading of furniture.

Core Envelope

1. Applicable to one residence only, up to a maximum of \$100 (taxes included)

Customized/Personalized Envelope

1. Expenditures over the Core envelope

NOTE: Receipt/proof of payment is required.

MOVEMENT OF MOBILE HOMES

Section 9

9.01. Policy

1. When a member is authorized to move household goods and effects on posting/relocation, the RCMP will pay for the costs to move a member's mobile home within the conditions and limitations of this appendix. Mobile homes must conform to provincial dimensions when in transit.

Note: Movement of a mobile home is restricted to those employees who owned such property prior to April 01, 2003. Mobile homes purchased after April 1, 2003 are excluded from this Directive and will not be relocated at public expense.

9.02. Funding Overview

1. Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances, a member may sign a personal declaration justifying its loss. NOTE: Canada Revenue Agency requires original itemized receipts.
2. The benefits outlined in this section are funded from both the Core envelope and if need be, the Customized/Personalized envelope as follows:

Benefit	Core Envelope	Customized/Personalized Envelope
Movement of mobile home	Actual and reasonable expenses	Oversize or multiple units
Rental of equipment to remove from pad and positioning for hook up of towing vehicle	Actual and reasonable expenses	
Rental of equipment to place on pad at destination	Actual and reasonable expenses	
Storage when authorized	Actual and reasonable expenses	Additional expenses for oversize/multiple units
Basic in-transit insurance	Actual cost up to \$100,000	Additional insurance cost over \$100,000
Other services and charges		Actual and reasonable expenses

-
- 9.03. Entitlement**
1. The RCMP will authorize reimbursement of actual and reasonable expenses from the Core envelope for the preparation, cartage and installation of the mobile home at the new location except for those restrictions listed in this appendix.

Note: Expenses must be less than market value of the mobile home.

- 9.04. Nontransferable Savings**
1. A member is reimbursed for the actual and reasonable expenses associated with the shipment of the mobile home to the new location. No savings are eligible for transfer from the Core and Customized envelopes to the Personalized envelope, (i.e. shipping less than 1,000 lbs./room).
-

- 9.05. Responsibility**
1. It is a member's responsibility, with the assistance of the appropriate transportation agencies and the Third-Party Service Provider, to contract and arrange for the move of the mobile home.
-

- 9.06. Prohibited Move of a Mobile Home**
1. The movement of mobile homes is prohibited to the following locations: Yukon and Northwest Territories (excluding Yellowknife), Nunavut, Newfoundland and Labrador.
-

- 9.07. Storage**
1. If it is found that a member's mobile home (principal residence) is not practical at the new destination or that it cannot be shipped, and that a member does not wish to sell/rent it, the mobile home will be stored at public expense subject to the condition of the home, if the costs are reasonable. This requires the preapproval of the Departmental National Coordinator.
-

- 9.08. Moving from Storage**
1. Upon relocation (mobile home), a member may be authorized to move his/her mobile home to the new place of duty from where it was stored. Expenses will come from customized/personalized.
-

- 9.09. Other Service Charges**
1. A member may claim actual and reasonable reimbursement for the following associated expenses:

Core Envelope

1. Rental of equipment to remove from pad and position for hook up of towing vehicle
2. Cartage

3. Preparation of the mobile home (at destination) including blocking and connection of utilities
4. Rental of equipment (at destination) to place on pad
5. Basic in-transit insurance up to a value of \$100,000
6. Long-term storage (when authorized)

Customized/Personalized Envelope

1. Disconnection of utilities
2. Cartage of oversized/multiple units
3. Additional insurance for oversized/multiple units and over the Core envelope
4. Preparation of the mobile home for transit including unblocking, ensuring road worthiness to provincial standards
5. Storage in-transit
6. Long-term storage in Isolated Posts (when authorized) for oversized/multiple units
7. Additional costs incurred for the movement of an oversize or multiple units

NOTE: Repairs to the mobile home while in-transit are not reimbursable.

9.10. Transit Time

1. The transit time reflected in the table below for driving on paved roads will apply. The number of days reflected are for working days with Saturdays, Sundays and statutory holidays excluded.
2. The maximum transit time on unpaved roads is one day for every 250 km or portion thereof. If the total unpaved road kilometres traveled is less than 50 km it will be disregarded.

Example: Total distance: 5500 km
 5000 km (paved) + 500 km (unpaved) = 13 + 2 = 15 days

Km	0-800	801-1200	1201-1600	1601-2000	2001-2400	2401-2800	2801-3200	3201-3600
Days	2	3	4	5	6	7	8	9
Km	3601-4000	4001-4400	4401-4800	4801-5200	5201-5600	5601-6000	6001-6400	6401-6800
Days	10	11	12	13	14	15	16	17

SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS

Section 10

10.01. Policy

1. It is the RCMP's responsibility to move a member's household goods and effects when being relocated on posting within the conditions and limitations of this appendix. The existing Household Goods Removal Service (HGRS) contract takes precedence in the selection of carriers and its contracted rates.
 2. The RCMP is responsible to make the shipping arrangements with moving van lines as per the HGRS contract terms and conditions in liaison with the Regional Corporate Management Branch. Regional Corporate Management Branch will advise a member of the length of time the van line mover has to deliver the HHE to the new post as set out in the Government List of Approved Carriers.
 3. A member should prepare for necessary housekeeping requirements in the event that self-contained accommodation is required at the new post.
 4. Except for certain restrictions described in this section, the sending Regional Corporate Management Branch will make moving arrangements and process invoices for the cost of packing, insuring, shipping, in-transit storage and unpacking of personal and household effects from a member's principal residence on relocation. Expenses incurred for loading, unloading, cartage or freight charges for effects from other than the principal residence will not be paid. For a member using Section [12](#), the principal residence, for the purpose of movement of HHE, will be his/her current residence.
 5. Where a member is relocated to an Isolated Post or was forced into crown housing occupation, both partial shipment and storage may have been authorized. Furniture may have been stored and shipment of effects therefore are authorized. If a member is again relocated and shipment of effects to the new workplace is authorized by the Regional Corporate Management Branch, the restoration of effects from storage and from the workplace to a member's residence will be by the most economical means, even though additional loading cartage or freight charges may be incurred.
 6. It is a member's responsibility to submit a copy of the original bill of lading to the Regional Corporate Management Branch at the earliest possible date. The Regional Corporate Management Branch must submit a copy of the final invoice (received from the moving company) to the Third-Party Service Provider.
-

**10.02.
Funding
Overview**

1. Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances, a member may sign a personal declaration justifying its loss. NOTE: Canada Revenue Agency requires original itemized receipts.
2. The benefits outlined in this section are funded from both the Core envelope and if need be, the Customized/Personalized envelope as follows:

Benefit	Core Envelope	Customized/Personalized Envelope
Shipment of household goods and effects	Up to 20,000 lbs./9,071.94 kg	Weight in excess of 20,000 lbs./9,071.94 kg
Sundry accountable incidental relocation expenses		Actual expenses as outlined in Section 10.07.
Storage-in-transit	Up to the number of interim accommodation days	Over the Core envelope
Long-term storage (only when authorized)	Up to 20,000 lbs./9,071.94 kg	Over 20,000 lbs./9,071.94 kg
Basic insurance	Up to \$100,000	Over \$100,000
Additional insurance		Actual expenses
First private motor vehicle	Actual expenses	
All other private motor vehicles		Actual expenses
Recreational vehicle/boat/motor-cycle/all-terrain vehicle/trailer/snowmobile		Actual expenses as outlined in Section 10.17.
Crating		Actual expenses
Objects of art		Actual expenses
Pet shipment		Actual expenses
Additional shipping expenses		Actual expenses
Car rental at destination		Reasonable expenses as outlined in Section 10.15.

**10.03.
Weight
Entitlement**

1. The RCMP will arrange for and pay the cost of packing, insuring, shipping, in-transit storage and unpacking of a reasonable quantity of personal and household effects up to the following:

Core Envelope

1. A maximum of 20,000 lbs./9,071.94 kg

Customized/Personalized Envelope

1. Weight in excess of 20,000 lbs./9,071.94 kg
2. Surcharges resulting from articles which the moving company will accept on a weight dimensional or a cubic basis, or with surcharges
2. When a removal at public expense has been authorized, a member may include all household goods and effects provided that the carrier will accept the effects on a **straight-weight** basis. Should a member's possessions include articles which the carrier will accept only on a weight-dimensional or on a cubic basis, such items will not be shipped at public expense.

**10.04.
Weight
Restrictions to an
Isolated Post**

1. A member at an isolated post prior to IRP implementation will be considered similar to a member who has been relocated via the IRP going into an isolated post. The Crown has to ship the total household goods and effects into storage.

Core Envelope

1. Maximum 20,000 lbs./9,072 kg

NOTE: For a member at an isolated post prior to IRP implementation the number of rooms is of no consequence since the household goods and effects are being moved from long-term storage at the RCMP's expense. The transferable savings, as a result of reduced weight, will not be provided because the Crown will have paid for the storage of the household goods and effects.

2. When relocating to, from or between partly or fully furnished isolated post accommodation, the weight limits are:
 1. 900 kg each for a member and first dependent
 2. 225 kg for each additional dependent
3. To compensate for the weight of the packing material, weight limitations may be increased by:
 1. 15 percent if the shipment is by air or road,
 2. 25 percent if the shipment is by rail, or
 3. 30 percent if the shipment is by watercraft.

4. Weight restrictions per the current *Isolated Post and Government Housing Directive* will remain in place and the shipment of household goods and effects will be considered from the point of long-term storage upon retransfer.
5. A member is personally responsible for costs of shipping household goods and effects in excess of the prescribed weight limits. If the overweight is beyond a member's control, the CO may waive the overweight charges.
6. When relocating from partly- or fully-furnished isolated post accommodation to non-isolation, the weight limits outlined in [10.04.2](#) apply from the isolated post to the point of departure.
7. When relocating from partly- or fully-furnished isolated post accommodation to unfurnished isolated post accommodation, the weight limits outlined in [10.04.2](#) apply to the entire move.
8. For a relocation to or from an isolated post, a member's share is determined by:
 1. Subtracting the tariff rate per hundredweight from the isolated post to the point of departure from the tariff rate per hundredweight from the point of origin to the destination;
 2. Multiplying the difference in tariff rates per hundredweight by overweight;
 3. Adding a proportionate amount of packing or unpacking charges to the total. The carrier will charge for unpacking upon arrival at the isolated post and packing upon leaving an isolated post; and
 4. Adding to the total a proportionate amount of surcharges.
9. For a relocation between isolated posts, a member's share is determined by:
 1. Multiplying the overweight by the applicable tariff rate per hundredweight,
 2. Adding a proportionate amount of both packing and unpacking, and
 3. Adding a proportionate amount of any surcharges.

**10.05.
Qualifying
Rooms**

1. Qualifying rooms include kitchen, bedrooms (including bedrooms in finished basement), living room, recreation room, family room, dining room, basement, garage (not condos and apartments), outbuilding/storage shed (limit of one), and a storage room (separate from apartment).
2. For the purposes of establishing the number of qualifying rooms, the appraisal reports will be used for a home owner. For a renter, a member will provide the list of rooms.

**10.06.
Transferable
Savings**

1. One element used to determine the amount of transferable savings flowing from the Core envelope to the Personalized envelope is based on 80% of the savings earned by a member moving household goods and effects below the established industry-calculated threshold of 1000 lbs./453.60 kg per qualifying room.

Example: A member moving from Ottawa to Halifax with 10 qualifying rooms (10,000 lbs./4,536 kg) at \$4,714 who moves only 5,000 lbs./2,268 kg at \$2,357.00 would be able to transfer 80% of the savings into the Personalized envelope or \$1,885 (\$2,357.00 x 80%).

NOTES:

1. This does not apply for unaccompanied moves or when partial shipment/storage of household goods and effects has been authorized. For unaccompanied moves see Section 12.
2. A member being transferred out of an Isolated Post who has no effects in LTS is entitled to receive this Incentive. The incentive will be based on the maximum weight entitlement to be shipped out of the Isolated Post at government expense rather than the room count estimate.
3. The Regional Corporate Management Branch will provide the Third-Party Service Provider with the written confirmation of the weight shipped. If a member increases the weight of the household goods and effects after the estimate has been completed, he/she will be personally responsible for the overage, and any expected incentive will be reduced by the increase/cost, and any used funds reimbursed to the RCMP.

**10.07.
Sundry
Accountable
Incidental
Relocation
Expenses**

1. A member may be reimbursed for certain sundry incidental expenses incurred as a result of the relocation.
2. This is in addition to the expenses reimbursed under the non-accountable incidental relocation expenses allowance (\$650).
3. The following expenses will be reimbursed from the Core envelope subject to submission of claim with receipts. **The following list is all inclusive.**
 1. Connection/disconnection, including cancellation fees, of public utility services, e.g. telephone, electricity, water and cable;
 2. Connection/disconnection, including cancellation fees, of electrical equipment, (in-home theatre system, computer system, satellite dishes, cellular telephones, internet service and alarm system);
 3. Payment of local licenses and includes the following mandatory associated expenses for a member and all family members:
 - a. License fees, administration charges, photo charges, plastic encasing, public transit contribution, driver's abstract (when required for insurance purposes when transferring between provinces) and license plate fees.
 - b. Safety certificate for automobile when one is mandatory by provincial legislation before license plates can be obtained (excluding cost of necessary repairs).
 - c. Medical exam required to obtain a specialized driver's license, such as Class 4.
 4. Cost of altering locks at new residence - labour only; and
 5. Charges for Post Office change of address.

Note:

1. When the cost for shipping or driving a PMV is funded from the Core envelope, the expenses associated with said vehicle are also reimbursed from the Core envelope (e.g. licensing fees). This is also applicable to motorcycles and recreational vehicles. If the vehicle, motorcycle, etc., is shipped using funds from the Customized Envelope then the expenses associated with that vehicle shall be reimbursed from the Custom Fund.
2. All sundry relocation expenses for new home construction are limited to the expenses which would have been reimbursed had a home been purchased on the market.

**10.08.
Non-admissible
Items**

1. Non-admissible items are items not eligible to be shipped due to their hazardous nature or where excluded by this appendix or otherwise restricted by household goods removal tariffs.

**10.09.
Storage-in-
Transit**

1. Storage, when necessary and incidental to the shipment of effects to the new place of duty, may be authorized as follows:

Core Envelope

1. Storage costs will not be reimbursed beyond the last day for which IAM&MA is authorized under the Core envelope
2. When no IAM&MA is requested, storage costs can be reimbursed from the Core envelope, up to a maximum of 15 days

Customized/Personalized Envelope

1. The cost of any extensions beyond the period authorized from the Core envelope
 2. No extensions will be granted from the Customized envelope when the delay is directly as a result of personal choices, e.g. annual leave. Storage expenses incurred as a result of personal decisions are strictly funded from the Personalized envelope.
-

**10.10.
Long-Term
Storage**

(Applicable to
Isolated Post only)

1. When a member is relocated, but in the opinion of the Departmental National Coordinator, the shipment of the household effects or private motor vehicles, or both, to the new place of duty is neither desirable nor in the public interest, the RCMP will pay for:

Core Envelope

1. Packing, crating and cartage of a member's household effects to the nearest place where adequate long-term storage facilities are available
2. Storage of the household effects until they can or might be repossessed by a member or an authorized dependent of a member
3. Storage of up to two private motor vehicles or one automobile and a camper/trailer (the total storage cost will not exceed the cost of storing two private motor vehicles)
4. Payment of a one-time storage preservation fee for such services as removing the battery, raising the private motor vehicle off the tires, applying lubricants as required, etc., for commercial storage of a private motor vehicle

NOTE: 1. The transferable savings for reduced weight will not be provided when long-term storage is incurred.

2. Approval to store a PMV at a location other than the nearest adequate long term storage facility must be received from the Regional Corporate Management Branch. Approval is not automatic and must be cost effective.

2. Storage of a portion of a member's effects should only be authorized in exceptional circumstances or where assigned Crown-owned accommodations will not accommodate all personal possessions. In those instances where storage is at public expense, there will be no transferable savings provided for weight reduction.

Core Envelope

1. Actual storage cost
2. The combined shipment/storage weight not to exceed 20,000 lbs./9,072 kg

Customized/Personalized Envelope

1. Weight in excess of 20,000 lbs./9,072 kg placed in storage
3. When a member's household goods and effects have been stored and a member is subsequently relocated to a location where the household goods and effects could be repossessed by a member or a dependent of a member, the Regional Corporate Management Branch may authorize the shipment of the household goods and effects from the place of storage to a member's:

1. New workplace;
2. Former place of residence from which the household goods and effects were placed in storage; or
3. Intended place of residence in Canada.

NOTE: This authorization will include the unpacking and uncrating of household goods and effects at the destination.

4. When reunited with furniture placed in long-term storage at public expense, a member may be authorized to ship, with the long-term storage lot, any other acquired articles of household goods and effects at public expense. These additional household goods and effects must be shipped from the original long-term storage location and only the cost of transportation will be paid from public funds. A member must notify the Regional Corporate Management Branch of any additional household goods and effects, the additional weight and request authority to ship.
 5. A member is responsible for delivery of the additional household goods and effects to the long-term storage location as well as any other costs, e.g. extra pick-up, crating, packing.
Note: A member is personally responsible for all costs associated with removing portions of HHE from LTS while they are being stored at government expense.
 6. The Regional Corporate Management Branch will ensure that the additional weight and cost is adjusted on the movement of household goods and effects contract and the weight of the additional goods is reported on the in-transit insurance return.
 7. Upon departure, the number of rooms is of no consequence since a member's household goods and effects (previously stored) have to be transported from storage under the Core envelope.
 8. A member whose employment terminates while his/her effects are in storage:
 1. Will be reimbursed storage costs up to seven days after the date of termination of employment; and up to 14 days in exceptional circumstances approved by the Departmental National Coordinator; and
 2. May, if a member chooses, within a month of the date of termination of employment, have the RCMP ship these effects to the original point from which they were shipped into storage, or any other location of a member's choice, provided the cost is not greater than shipping them to the original point.
-

10.11. Savings from Reducing Long-Term Storage Costs (for appliances only)

1. A member transferred to an isolated post and moves into Crown accommodation where it is impossible to normally accommodate the major appliances are entitled to long-term storage at public expense.
2. A member who makes alternate arrangements (disposal or decide not to store the major appliances at public expense) may transfer, to the Personalized envelope, 80% of the savings (i.e. 80% of the storage cost up to 24 months) based on the weight table that follows.

NOTE: For transfer value purposes, the saving is calculated on the weight/volume (industry averages) of one set of appliances, based on the actual duration of the storage requirement up to a maximum of 24 months at policy centre confirmed rates.

Weight of appliances stored in long-term storage

APPLIANCES	INDUSTRY AVERAGE WEIGHT	ANNUAL COST ⁽¹⁾ (12 months)
Dishwasher	150 lbs.	4.20 + 7.38 + 28.26 = \$39.84
Dryer	200 lbs.	5.60 + 9.84 + 37.68 = \$53.12
Freezer	420 lbs. (+16 cubic foot)	11.76 + 20.66 + 79.13 = \$111.55
Refrigerator	350 lbs. (+ 11 cubic foot)	9.80 + 17.22 + 65.94 = \$92.96
Stove/range	300 lbs. (36 inches)	8.40 + 14.76 + 56.52 = \$79.68
Washer	250 lbs.	7.00 + 12.30 + 47.10 = \$66.40
TOTAL	1,670 lbs.	\$443.55

(1) Inclusive of handling (in and out) at \$1.40/100 lbs., insurance at \$0.41/100 lbs./month, and storage costs @ \$1.57/100 lbs./month.

NOTE: These classes of appliances vary in size and weight: a 6 cubic foot refrigerator weighs 150 lbs., and a 7-10 cubic foot weighs 250 lbs., a 15 cubic foot freezer could weigh 340 lbs., a 30-inch stove/range could weigh 225 lbs.

10.12. Partial Shipping/Storage

1. Storage of a portion of a member's effects should only be authorized in exceptional circumstances or where assigned Crown-owned accommodation will not accommodate all personal possessions. In those instances where storage is at public expense, there will be no transferable savings provided for weight reduction.

Core Envelope

1. Actual storage cost
2. The combined shipment/storage weight not to exceed 20,000lbs./9,072 kg

Customized/Personalized Envelope

1. Weight in excess of 20,000 lbs./9,072 kg placed in storage

NOTE: The movement of partial household goods and effects must be done by HGRS contracted service provider and is to be authorized by the Departmental National Coordinator.

**10.13.
Basic Insurance
Coverage**

1. With certain exceptions, the contracted van line or its agent provides replacement cost protection on RCMP authorized removals of household goods and effects within Canada, or to and from the continental U.S. including Alaska. The insurance is the responsibility of the contracted van line or its agent and provides coverage during periods of transit and storage of the household goods and effects.

The limits for insurance (\$100,000) on HHE will be consistent with those prescribed by Treasury Board Secretariat within the public service relocation policy as adjusted from time to time.

2. To obtain coverage on furniture and effects, the moving company will provide a member with a [*Pre-Move Information Package*](#). The package includes the terms and conditions of the insurance and all the necessary forms.
3. Based on terms, limitations and conditions negotiated by the HGRS, a member is provided with replacement cost paid.

Core Envelope

1. \$100,000 on authorized household goods and effects

NOTE: Claims for loss/damage is between a member, the carrier van lines/moving company, and the insurer.

Customized/Personalized Envelope

1. Amounts over the basic coverage of \$100,000
2. Insurance for specific items

**10.14.
Crating**

1. A member may have household goods and effects that may require additional protection (i.e. china, art, and antiques). Any crating costs for such items may be reimbursed from the Customized/Personalized envelope.

**10.15.
Shipment of
Personal Motor
Vehicle**

1. If a member wishes to ship an automobile, trailer, boat, etc., he/she must provide vehicle information (make, model, year and load date) on the Request for Removal of HHE (Form 3124). A member must include all applicable receipts and prior authorization on form 1393.
2. When the relocation distance is less than 1100 km a member may be required to travel to the new workplace by family car. The Regional Corporate Management Branch should base such encouragement upon factors such as the cost of shipping the family car and moving a member and/or dependents by commercial means. The following factors will also be taken into account:
 1. The family circumstances at the time of the move;
 2. A member's reporting date at the new workplace;
 3. The existence of an acceptable road network between the former and new workplaces; and
 4. The weather conditions that normally prevail at the time the move is to take place.
3. Where the shipment of one or more family cars is authorized, a member will ship the family car to the new workplace by the most economical mode using the government's contracted carrier, and will be reimbursed shipping and insurance costs

NOTE:

1. Claims for loss/damage is between a member, the carrier van lines/moving company, and the insurer.
2. Regional Corporate Management Branch will consider the full costs associated (e.g. time taken, rental costs at destination) with shipment prior to authorizing the method of shipment.
4. The Regional Corporate Management Branch may authorize vehicle rental expenses as a Customized Benefit when the member is necessarily separated from his/her primary vehicle when his/her primary mode of travel to new location is by commercial carrier. Personalized funds may be used only when all Customized Funds have been expended.
5. The following expenses associated with the shipment of automobiles are reimbursable:
 1. The kilometre rate prescribed in [App. VI-1-1](#) to cover the expense of moving the family cars to and from a transfer agent's depot at each end of the move;
 2. If required, one-way transportation by the most economical means for a member to return from and travel to the auto agent's depot at each end of the move;
 3. The charges levied by a transfer agent to deliver the cars to and receive it from the government's contracted carrier; and
 4. The charges for storing the family cars at an agent's depot for a total combined maximum period of 10 days.
6. When the shipment of one or more family cars is authorized, and a member ships

the family cars to the new workplace other than by the government's contracted carrier, or ships a motor vehicle, holiday trailer or boat registered in a member's name or in the name of the spouse or common-law spouse which does not meet the definition of a family car, a member will be reimbursed, on presentation of evidence of payment, the actual expenses incurred (including insurance), not exceeding the cost of shipping a family car to the new workplace by the most economical mode using the government's contracted carriers.

7. A member will be reimbursed actual and reasonable expenses related to shipping the private motor vehicle based on the primary mode of travel to the new location as follows:

Commercial Carrier:

Core Envelope

1. Cost to ship first vehicle

Customized/Personalized Envelope

1. Cost to ship second and additional vehicles.

NOTE: If a member opts to drive the vehicle and ship the other vehicle by commercial carrier, the shipment costs are funded from the Customized/Personalized envelope.

Driven:

Core Envelope

1. First vehicle driven is reimbursed at the Treasury Board Travel Directive kilometric rate
2. Motorcycles are reimbursed at 100% of the Treasury Board Travel Directive kilometric rate
3. Trailers are reimbursed 50% of the Treasury Board Travel Directive kilometric rate

Customized/Personalized Envelope

1. Second and additional vehicles driven are reimbursed at the Treasury Board Travel Directive kilometric rate

Note: Travel distances and costs will be compared using the most direct Canadian road route using approved distance calculator.

**10.16.
Shipment of
Personal Motor
Vehicle to an
Isolated Post**

1. The following restrictions apply to the shipment of a vehicle to an isolated post (see also Section [10.15.](#)):
 1. If the isolated post is accessible by road, the sending division must determine if the receiving division permits the shipment of a vehicle to the new location.

2. If the isolated post is not accessible by road, the shipment of a PMV will not normally be authorized. If the shipment of a PMV is not authorized, the member is entitled to the following:

Core Envelope

1. Storage of PMV, maximum of two per family. See Section [10.15](#).
2. Shipment of one snowmobile or ATV

Customized/Personalized Envelope

1. Shipment of a second snowmobile or ATV, if the member relocates to an Isolated Post with dependents

**10.17.
Shipment of
Recreational
Vehicle/Boat/
Motorcycle/All-
terrain
Vehicle/Trailer/
Snowmobile**

1. The costs to ship a recreational vehicle, boat, motorcycle, all-terrain vehicle, trailer or snowmobile may be reimbursed if they are purchased for personal use and registered in a member's name or that of a dependent. They may be shipped as furniture and effects provided that the carrier will accept the machine(s) when properly serviced for the move. If the firm will not move the machine(s) as part of the household goods and effects, they may be shipped under Section [10.15.3](#).

Customized/Personalized Envelope

1. Reimbursement for actual and reasonable costs

NOTE: The fact that the contracted carrier is willing to ship the vehicles with the household goods and effects does not absolve a member of his/her financial responsibility.

**10.18.
Additional
Shipping
Expenses**

1. A member is responsible for any additional costs beyond those established in the HGRS contract. Those who wish to ship items that fall outside the scope of the contract may do so and be reimbursed for actual expenses from the Customized/Personalized envelope based on availability of funds.

**10.19.
Transportation of
Pets**

1. A member may claim actual and reasonable expenses for transportation of pets to the new location and any necessary kennel fees incurred while the a member is in interim accommodation.

Customized/Personalized Envelope

1. Actual and reasonable costs
-

**10.20.
Time Off for
Packing**

1. The manager/supervisor may grant a member reasonable time off with pay, for the purpose of overseeing the packing, unpacking, loading and unloading of household effects based in accordance with RCMP policy. Such authority will not be unreasonably withheld.
-

**10.21.
Packing/Loading and
Unloading/Unpacking**

1. When the Regional Corporate Management Branch names the carrier, a member will contact the firm and confirm times and dates for packing and loading of the household goods and effects.
-

**10.22.
Transportation
Expenses**

1. A member will complete form 3124 and submit it to his/her Regional Corporate Management Branch as soon as the intended date of departure is known. If possible, it must be submitted three weeks before departure. If a member is a National Headquarters member located within another division, he/she may submit form 3124 to the Regional Corporate Management Branch in the division in which he/she resides if form 3124 cannot reach National Headquarters two weeks before departure.
 2. If it is necessary to split up a family and use different modes of travel, a member will give complete particulars to his/her Regional Corporate Management Branch on form 3124. If a member or dependents intend to use commercial transportation, he/she will get tickets by transport requisition or through the Government Travel Service. For shipment of personal motor vehicle, see Section [10.15](#).
-

OTHER RELOCATION MOVES WITHIN CANADA (RCMP)

Section 11

11.01. Presale of Principal Residence

1. A member of the Musical Ride who is able to successfully sell his/her home and within 6 months of that sale receives an official transfer notice, will be allowed to participate in the IRP.
2. Other RCMP members who are able to successfully sell their home and within 3 months of that sale receive an official transfer notice, will be allowed to participate under the IRP. Staffing can issue the post implementation date at a later date.
3. Treasury Board Secretariat (TBS) recognizes that situations may surface where an RCMP member may be located in an area that may be subjected to an industrial close down and where it may be advantageous to the member and the RCMP to act in anticipation. Under these exceptional circumstances and on a case-by-case basis, TBS will entertain a review of each case via a submission by the Departmental National Coordinator. Under these circumstances, the maximum time of the sale is 6 months.

Note:

1. Pre-sale of residence for members of the Musical Ride
 - Up to a maximum of 6 months – Departmental National Coordinator approval required
2. Pre-sale of residence for other members
 - Up to 3 months before the transfer- no authorization is needed
 - More than 3 months to a maximum of 6 – approval must be given by TBS
3. For relocation purposes the member will be considered a home owner. The funding formula will be calculated based on his pre-sale residence

11.02. Isolated Posts

1. An RCMP member is periodically posted to a location identified as an isolated post. Such relocations vary in entitlements (weight restrictions, etc.) depending on the area. The relocation provisions apply to permanent transfers, not short-term postings. See the [Isolated Posts and Government Housing Directive](#).
2. For entitlements see the following sections:
 1. Weight restrictions, Section [10.04.](#),
 2. Long-term storage, Section [10.10.](#),
 3. Shipment of personal motor vehicle, Section [10.16.](#),
 4. Meals and incidentals, Sections [4.19.](#) and [5.08.](#),
 5. Transportation expenses, Section [10.22.](#),
 6. Transportation of family, Section [2.04.](#),
 7. Reducing long-term storage costs (for appliances only), Section [10.11.](#)

**11.03.
Transferable
Savings**

1. One element used to determine the amount of transferable savings flowing from the Core envelope to the Personalized envelope is based on 80% of the savings earned by a member moving household goods and effects below the established industry-calculated threshold of 1000 lbs. per qualifying room. In cases of isolated and limited duration posts, transferable savings are not applicable. Note: Not applicable to members going to Isolated Posts and Limited Duration Posts. See Section 2.09 and 10.06
-

UNACCOMPANIED MOVES WITHIN CANADA

(All Members)

Section 12

12.01. Distinction

1. Family members who do not accompany a member to the new workplace for employment or educational reasons. The provision is not to facilitate a permanent spousal separation or marriage breakdown.

12.02. Unaccompanied Moves

1. **Temporary Move:** If the move is considered temporary, it will fall under the provisions of the Treasury Board Travel Directive and will not qualify for the IRP program.
2. **Permanent Move:** If the duration of the posting will qualify it as a long-term (permanent) move, then provisions of the IRP should apply with the clarifications noted below.

12.03. Unused Core Benefits

1. There is no reimbursement for unused Core entitlements.
2. In situations when the family does not accompany a member to the new workplace and it is not a matter of family separation on personal grounds (e.g. a divorce), files must be closed within two years.

12.04. Unused Personalized Funds

1. As no further expenses will be incurred that will affect the funding envelope, a member gets the balance of the Personalized envelope as per direction in the IRP program.

12.05. Transferable Credit For Not Selling Home

1. A member who elects not to sell his/her home at the former place of duty may transfer 80% of the real estate commission fees that would have been payable had the home been sold (taxes excluded) to his/her Personalized envelope. The amount payable is calculated on the appraised value at pre-negotiated established real estate commission fees, capped at \$12,000.

Example: Appraised value of home is \$300,000 maximum. The commission at 5% is \$15,000. Therefore a member could be credited \$12,000 (i.e. \$15,000 x 80%) to the Personalized envelope.

NOTES:

1. Those taking this credit must sign a waiver foregoing any future reimbursement by the Crown of real estate fees, legal fees or other related disposal costs for the property in question. See Appendix "B" for a sample waiver.
 2. A member who would not incur real estate commissions on the sale of his/her house is not entitled to this incentive. (E.g.: Coop bylaws preclude charging a real estate commission on the sale.)
-

**12.06.
Retention of
Residence at
Former
Workplace /
Member has not
taken incentive
not to sell**

1. In cases where a member will occupy government-supplied accommodation at the new workplace, or where, for personal reasons, he/she wishes to retain the residence at the former workplace, it will not be necessary for a member to have his/her residence continuously listed for sale. Member must sign the Waiver for the Retention of Residence at Former Workplace. See Appendix "C".
2. A member will inform the Third-Party Service Provider if he/she wishes to retain the former post principal residence. A member must comply with the time limitations outlined in Section 7.03.
There cannot be attempts to try the real estate market and failing that, request this provision.
3. A member must submit a memorandum to the sending Regional Corporate Management Branch setting out his/her intent to retain the former workplace residence. All information will be documented on the member's service file and will be used to ascertain entitlements for future relocations.
4. The Third-Party Service Provider will obtain CERC Standard written appraisal from an accredited appraiser of a member's residence and advise a member in writing of that appraisal.
5. The appraised value of the house will be determined using the criteria specified in the IRP.
6. The current maximum real estate fees which would have been payable had a member chosen to sell will be determined by the Third-Party Service Provider.
7. Regional Corporate Management Branch will be advised of the current maximum real estate fees.

8. The legal fee tariff in effect at the time of notification of transfer will be established by the Regional Corporate Management Branch and a member will be notified in writing.
9. A member will be eligible to claim expenses for the disposal of said residence upon receipt of a subsequent transfer notice. The expenses will be limited to those amounts established in 12.06.6 and 12.06.8
10. A member who uses this provision will not be eligible for the mortgage interest differential under Section 8.16
11. Authority to retain the principal residence expires if the member is transferred back to the location from which this authority was granted.
12. A member is expected to arrange personal affairs such as leases and rental contracts to accommodate such a potential return. In exceptional cases where, in the opinion of the Departmental National Coordinator, it was not reasonably possible to make such lease arrangements, or the timing of the relocation does not coincide with the expiry of the lease, the following may be authorized:
 1. Reimbursement for costs of breaking the lease to the maximum of the cost of moving the tenant's household effects to an alternate local accommodation, or
 2. The movement of a member's household effects from rental accommodation at the new workplace to the principal residence when the lease expires.
13. A member will be eligible to claim expenses for the disposal and acquisition of residences that occur after the retained residence is sold or that occur after a member gives up the option under this section. Any future real estate or legal fees which would have been payable had the member chosen to sell will be based upon the current appraised value and the current maximum fees and rates.

**12.07.
Moving from
Major Center to
Isolated Post**

1. A member being relocated from a major center to an isolated post opting for the family to remain behind may sign the waiver foregoing any future reimbursement by the Crown of real estate fees, legal fees or other related disposal costs for the residence in question and accepts the incentive for "Not Selling the Home as per Section 7.29." However he may avail himself of the provisions of 12.06 and retain the right to reimbursement on a future relocation.

**12.08.
Disposal Costs**

1. If a member takes the benefit under Section 12.05, disposal costs relative to the future sale of the home will be a member's personal responsibility.
-

**12.09.
Moving from
Major Center to
Another Major
Center
(Permanent
Long-Term
Moves)**

1. A member living in a major center being transferred to another major center decides to have the family remain behind while he/she proceeds alone will be issued:
 1. 35% of the funds from the personalized envelope
 2. The \$650 non-accountable incidental relocation expenses allowance
 3. The applicable transfer allowance
 4. If the member is moving HHE, the balance of funds in the funding envelope will be processed after shipment of the household goods and effects.
-

**12.10.
Future Visitation**

1. A member is personally responsible for all costs incurred for visitation.
-

**12.11.
Future Transfer/
Relocation**

1. If the employee's workplace changes again, involving a second relocation to a third workplace, the entitlements to relocation benefits for members of the family, who were not relocated previously, shall not exceed relocation costs from the location where the employee resides had the family been residing with the employee.
-

EXECUTIVE GROUP EX-EQUIVALENT APPOINTEES

Section 13

13.01. IRP Application

1. In conjunction with the applicable IRP provisions described in this appendix, an EX-equivalent member will qualify for the benefits described in this section (C/Supt. and above are considered EX-equivalents).
-

13.02. 10% Home Sale Assistance

1. An EX-equivalent is entitled to Home Sale Assistance. The appraised value minus the actual selling price may be reimbursed to a member up to a value of not more than 10% of the appraised value. See the example below. This appraised value is to be determined by a certified appraisal as per the provisions under [Note 1](#).

Core Envelope

1. An EX-equivalent can reduce the selling price by up to 10% of appraised value
2. Limited to \$15,000
3. No Home Equity Assistance Program entitlements

Customized/Personalized Envelope

1. Any amounts above \$15,000, subject to availability of funds

NOTES:

1. Market value is to be based on appraisal as provided for under IRP and is to be consistent with other IRP requirements. All instances of home sale assistance are to be submitted to the Departmental National Coordinator for review and approval. Appraisal must be completed prior to listing the house or benefit may be forfeited.

2. An EX-equivalent who incurs a loss between the appraised value and the sale price and who sells their property for less than 95% of the appraised value must receive approval from the Departmental National Coordinator prior to reimbursement of home sale assistance. The purpose is to prevent possible situations of unduly reduced sale prices.

Example: The home is appraised at \$100,000 but is listed at \$105,000. If the selling price is reduced to \$90,000 because of the 10% option, prior approval must be obtained from the Departmental National Coordinator.

13.03. Weekend Travel Home Every Two Weeks

1. The weekend travel home every 2 weeks is maintained up to a 90-day period while on temporary dual residence assistance only when a door-to-door move is not possible as a result of operational requirements. Previous limitations will continue to apply.

2. Should the period of separation from dependents go beyond 3 months, a member will then be eligible for 2 additional trips home as per the Treasury Board Travel Directive. This will be funded from the Core envelope.

NOTE: This is applicable to a member with dependents who remained in the family home. This entitlement is based on the premise that a member will make travel arrangements at least 30 days in advance to take advantage of the price reduction in advance bookings.

3. Travel arrangements will be made using the Government of Canada travel contract. This entitlement, and any subsequent reimbursement, are not processed by the Third-Party Service Provider in any form whatsoever.

**13.04.
Disposal/
Acquisition Cost**

1. The reimbursement of reasonable disposal and acquisition costs for a newly appointed EX-equivalent are within IRP provisions.

**13.05.
Enhanced EX-
Equivalent
Services**

1. An EX-equivalent will be offered the highest level of personalized service, recognition and value, associated with the IRP at an additional minimal cost.
2. The EX-equivalent enhanced package is a face-to-face interaction with the Third-Party Service Provider for:
 1. Preparation of HHT
 2. Post-HHT
 3. Final reconciliation
 4. Counselling at member's office (within the 5 regional office locations) ⁽¹⁾
 5. Initial consultation with Third-Party Service Provider representative ⁽¹⁾

(1) All travel costs will be at RCMP expense.

**13.06.
RCMP EX-
Equivalent
Entitlements**

1. An RCMP EX-equivalent retains the right to choose the regular IRP offered to the general membership or opting to take the EX program.
2. An RCMP EX-equivalent, upon opting to participate in the IRP EX program, is entitled to the following:

1. 1/12 gross annual salary in lieu of the \$650 non-accountable incidental relocation expenses allowance allowed by Canada Revenue Agency which is credited to the Personalized envelope; and
2. 1/12 of gross annual salary as a transfer allowance credited to the Personalized envelope (RCMP regular transfer allowance); and
3. 10% Home Sale Assistance, see Section [13.02.](#); and
4. No Home Equity Assistance Program entitlements

NOTE: The RCMP EX-equivalent who opts to retain the regular RCMP IRP benefits forfeits the additional EX 10% Home Sale Assistance but qualifies for Home Equity Assistance Program entitlements.

RETIRING RCMP MEMBERS

Section 14

14.01. Policy

1. For the purposes of the *RCMP Regulations*, Subsection 79(1)(a), "a retiring member who is eligible for a pension" is defined in Section 16.
2. Retirement relocation provisions do not apply to Regular Members and Civilian Members who were never required to move at RCMP expense to meet operational requirements from the time of their initial engagement into the RCMP up to their formal discharge. For example, members who are either posted to their original community and/or the initial location of their primary residence upon engagement into the RCMP and then complete their service without being subject to relocation throughout this period are not entitled to retirement relocation provisions. Initial recruitment and Cadet Training at "Depot" Division are not considered relocation at RCMP expense.
3. The provisions apply only to actual expenses incurred from the member's place of discharge to the declared retirement destination. The benefits will be calculated using the distance between the principal residence at the time of retirement (last place of duty) and the replacement residence at the retirement location. If a retiring member has a spouse or common-law spouse who is a serving member, the retiring member should, in consultation with his/her spouse or common-law spouse, decide whether to use retirement relocation provisions now or wait until the spouse or common-law spouse retires. Only one retirement relocation will be authorized under the *RCMP Regulations* and the IRP.
4. Retirement relocation provisions under [Section 79\(1\), RCMP Regulations](#) are available only for 2 years after the date on which a member is discharged. The Departmental National Coordinator may approve a 1-year extension when exceptional circumstances exist beyond the member's control. No additional request for extension will be accepted beyond the third year. Note: Only exceptional circumstances relating to serious medical condition involving a member and/or dependents will be considered.
5. No reimbursement will be made until confirmation of delivery of HHE to a permanent location more than 40 km away or upon providing documentary proof of the purchase residence more than 40 km away. A payment may not be made under Subsection [79\(2\), RCMP Regulations](#) more than 2 years after the date on which a member is discharged, unless an extension has been granted.
 1. The relocation must be completed within the 2 years of the member's discharge.
 2. There will be no advances.

6. Retirement relocation provisions apply only to moves within Canada.
7. A member may claim, with receipts, certain sundry incidental expenses as outlined in Section [2.06](#).
8. If relocation expenses have been reimbursed from any other source following discharge/
retirement, no claim is payable under the provisions for that particular expense.
9. The RCMP will arrange, and pay the cost of packing, insuring, shipping, and unpacking of a reasonable quantity of personal and household effects up to a maximum of 20,000 lbs/9,071.94 kg.
10. Retirement moves of less than 40 km will not be approved except to relocate a member who is living in crown-owned accommodation. Under exceptional circumstances, a member may submit a request to the commissioner/delegate for consideration. Final approval can only be given by Treasury Board.
11. For a listing of applicable and non-applicable benefits, see [Appendix "E"](#).
12. Customized/Personalized funding is not applicable to retirement relocations.
13. A Discharge Request (Form 1733) must be submitted and signed by the CO and provided to the regional reviewer, before any expenses are incurred.

**14.02.
Authority to
Relocate**

1. A member will notify the Regional Corporate Management Branch of his/her intent to relocate as soon as possible and provide the following information:
 1. Member will declare his/her retirement destination
 2. Member will declare that the destination is a minimum of 40 km for his/her principal residence.
 3. Member will declare that his/her spouse or common-law partner, if eligible for a retirement move, has not and will not take advantage of his/her own retirement move. Only one retirement move is permitted as per RCMP Regulations.
 2. A member will receive from the Regional Corporate Management Branch a form 3124, which should be completed and returned as soon as possible.
 3. The Regional Corporate Management Branch will notify the member who the appointed mover is.
 4. Regional Corporate Management Branch is responsible for ensuring all criteria for a retirement move are met before registering the member with the Third-Party Service Provider.
-

**14.03.
House Hunting
Trip (HHT)
(Section [3](#))**

1. An HHT must be justified and pre-authorized by the Regional Corporate Management Branch of the division from which a member is discharged.
2. Unless otherwise noted, time limitations and associated travel costs are governed by provisions outlined in Section [3](#).
3. Only under exceptional circumstances will an extended HHT be considered. Prior approval must be obtained from the Departmental National Coordinator. E.g.: Elder or Spousal Care, Spousal Services.

**14.04.
Disposition
(Section [7](#)) and
Acquisition of
Accommodation
(Section [8](#))**

1. The sale of home (Section 7) and purchase of replacement residence (Section 8) provisions of the Integrated Relocation Policy apply to retiring RCMP members, except for the following items:
 1. Extension provisions under Section [12.05](#);
 2. The option to retain the former-post residence under Section [12.05](#) or [12.06](#) for real estate fees or legal fees;
 3. Bridge financing;
 4. Mortgage default insurance;
 5. Mortgage breaking penalty;
 6. Mortgage interest buy-down;
 7. Mortgage interest differential;
 8. Interest costs on a loan to pay down mortgage;
 9. Interim accommodation at the retirement location;
 10. Extension of lease penalty payment; and
 11. Transfer allowance.

**14.05.
Real Estate
(Section [7.06](#))/
Legal Fees
(Section [7.07](#))**

1. Except when a member has received approval to dispose of a principal residence for reasons other than an authorized relocation, the principal residence, for which real estate/legal fees are claimed must be owned and occupied by the member at the time he/she:
 1. Receives permission to go to pension,
 2. Is discharged for a physical/mental disability, or
 3. Dies in the service of the RCMP.
2. A residence retained under Section [12.06](#) must be disposed of prior to the expiration of the time period outlined in *RCMP Regulations, Section 79(2)(a)* in order to be reimbursed real estate and legal fees.
3. When a member is discharged for a physical/mental disability or has died while in the service of the RCMP, the Departmental National Coordinator will determine if member is authorized to dispose of a retained residence under Section [12.06](#).

4. Conditionally a member with approval under Section [14.05.1](#), will be reimbursed documented real estate and legal fees at the time of retirement and remain eligible, if necessary, for the movement of HHE on a subsequent relocation within the 2-year limitation from date of retirement.

Note: Real Estate and Legal Fees on disposition of residence will be reimbursed upon delivery of HHE at permanent residence or upon documented proof of replacement residence being acquired at a location more than 40 km from the current residence.

**14.06.
Temporary Dual
Residence
Assistance
(TDRA)
(Section [6.08.](#))**

1. When accommodation must be leased at the retirement destination prior to occupancy, a maximum of one month's rent will be reimbursed.

**14.07.
Lease Liability
(Section [6.05.](#))**

1. When renting, a retiring member is eligible to claim the following
 1. A member who incurs rent or lease liability in order to dispose of his/her rented accommodation will be reimbursed up to a maximum of one month's rent.
 2. Rental Agency Finding Fees are payable as outlined in Section 6.07.

**14.08.
Movement of
Mobile Homes
(Section [9](#))**

1. All provisions of Section [9](#) apply.

**14.09.
Accommodation/
Meals/Incidentals
(Section [4](#))**

1. The reimbursable period for packing and loading at the departure point must not exceed 3 days.
 2. Actual and reasonable expenses for accommodation may be claimed but they cannot exceed those outlined in the [PWGSC Accommodation and Car Rental Directory](#).
 3. Meal claims must not exceed the rates approved in [App. VI-1-2](#).
 4. IAM&MA expenses at the retirement destination are not reimbursable, including days for unpacking and unloading of HHE.
-

**14.10.
Sundry
Accountable and
Non-Accountable
Incidental
Relocation
Expenses**

1. When a member makes a final relocation, only the benefits applicable at the time of the retirement, discharge, by invaliding or death apply.
2. The non-accountable incidental relocation expenses allowance, in the amount of \$650, is payable. No receipts are required.
3. The following expenses will be reimbursed from the Core envelope subject to submission of claim with receipts. **The following list is all inclusive.**
 1. Connection/disconnection, including cancellation fees, of public utility services, e.g. telephone, electricity, water and cable;
 2. Connection/disconnection, including cancellation fees, of electrical equipment, (in-home theatre system, computer system, satellite dishes, cellular telephones, internet service and alarm system);
 3. Payment of local licenses and includes the following mandatory associated expenses for a member and all family members (Maximum of 2 vehicles):
 - a. License fees, administration charges, photo charges, plastic encasing, public transit contribution, driver's abstract (when required for insurance purposes when transferring between provinces) and license plate fees.
 - b. Safety certificate for automobile when one is mandatory by provincial legislation before license plates can be obtained (excluding cost of necessary repairs).
 4. Cost of altering locks at new residence - labour only; and
 5. Charges for Post Office change of address
4. After relocation, a member will submit a memo to his/her Third-Party Service Provider to claim actual and reasonable sundry accountable incidental relocation expenses.
 - 1) Include the following certification, as applicable:
"I certify that I have incurred incidental expenses in the amount of \$_____, which are wholly attributable to my relocation and not otherwise payable pursuant to the RCMP Integrated Relocation Program."
 - 2) For EX-equivalents, see Section 13
 1. The amount will be paid to the member, net of income tax and other applicable deductions.

PRE-RETIREMENT RELOCATION

Section 15

15.01. Policy

1. Pre-retirement relocations apply to all members, including an EX-equivalent member.

In conjunction with the applicable IRP provisions described in this appendix, an EX-equivalent member will qualify for the benefits described in this section (C/Supt. and above are considered EX-equivalents).

2. Provisions for pre-retirement relocations are identical to those outlined in Section 14 – Retiring RCMP Members.
3. A member must meet the requirements outlined in Section 14 and 15, in order to qualify for a pre-retirement move.
4. Pre-retirement moves will be administered by the Third-Party Service Provider.

15.02. Funding Overview

1. A member who intends to retire may, within two years of his/her intended discharge date, dispose of his/her principal residence at the discharge location and acquire a new principal residence at the retirement destination, within Canada, and qualify for reimbursement of real estate and legal fees.
2. Relocation expenses will not be reimbursed until the CO approves form 1733.
3. Form 1733 must include a retirement date which is not more than two years away.
4. A member has two years from the date form 1733 is completed, to complete his/her pre-retirement relocation.
5. Expenses incurred prior to the date form 1733 is completed will not be reimbursed, unless authorized by the Departmental National Coordinator.
6. Expenses incurred after the two years have expired will not be reimbursed, unless exceptional circumstances exist and authorization is received from the Departmental National Coordinator.

EXAMPLE: A member completes form 1733 on 2006-04-01 with a retirement date of 2007-04-01. The member has until 2008-04-01 to complete the pre-retirement move. Expenses incurred after 2008-04-01 will not be reimbursed unless they are authorized by the Departmental National Coordinator.

7. No reimbursement will be made until confirmation of delivery of HHE to a permanent location more than 40 km away or upon providing documentary proof of the purchase residence more than 40 km away.

8. A member who takes advantage of a pre-retirement move and who does not retire within the two-year period must repay the expenses of the pre-retirement move paid by the RCMP.

DEFINITIONS

Section 16

16.01. Definitions

1. **Actual and reasonable expenses** mean:
 - (a) The actual expenses incurred, supported by proof of payment, e.g. receipts and vouchers; and
 - (b) The reasonable amount that the RCMP judges to be both appropriate and justifiable based on experience of what such costs should be in the circumstances, and within the limits described in the IRP.
2. **Adequate cooking facilities** mean access to at least a two-burner hot plate, refrigerator and a microwave oven.
3. **Arm's length transaction** is one that is consummated between two or more non-related parties. Conversely, a non-arm's length transaction is a transaction consummated between two or more related parties.
 - Related individuals include direct-line descendants, as well as spouse or common law partners, brothers, sisters, and in-laws; and
 - Related individuals also include non-immediate family members such as cousins, aunts, uncles, nephews and nieces.
4. **ATM charges** mean charges by financial institutions for transactions conducted via automatic teller machines.
5. **Authorization** means if an member incurs expenses related to a specific relocation before having received written authorization to relocate, the RCMP will not be responsible for such expenses, unless and until the relocation is subsequently authorized.
6. **Bridging loan** means, a member should establish a line of credit, and borrow up to the full amount of the bridging loan available under this appendix on an "as needed" basis. The RCMP would then pay the interest only for the periods for which the amounts would actually be required.
7. **Commercial accommodation** – lodging facilities such as hotels, motels, corporate residences, apartments or campgrounds.
8. **Common-law partner** for the purposes of the definition of dependent, a common-law partner means when, for a continuous period of at least one year, a member has lived with a person and publicly represented that person to be his/her partner and continues to live with the person. See Appendix D.
9. **Crown-owned living accommodation** means living accommodation owned, leased, rented or otherwise controlled by the Government of Canada.
10. **Dependent** means any person who lives with a member and is either a member's spouse or common-law spouse, a person for whom a member can

claim a personal exemption under the *Income Tax Act*, or a member's (or a spouse or common-law spouse's) unmarried child, step-child, adopted child or legal ward who cannot be claimed as an income-tax deduction but is in full-time attendance at school. A family member who is permanently residing with a member, but who is precluded from qualifying as a dependent under the *Income Tax Act* because the family member receives a pension, will also be considered as a dependent under this program.

11. **Depressed Market** is defined as a community where the housing market has dropped more than 20% since the time of purchase.
12. **Employer** means the RCMP.
13. **Equity** means the sale price of the residence less any existing mortgage and/or lien, not a member's net worth. For a bridging loan, equity is based upon the difference between the appraised value and the existing mortgage on the principal residence.
14. **Exceptional circumstances** are events that are outside the member's control. These circumstances are considered rare and should only be considered in cases of extreme and unforeseen situations.
15. **Extended family** means immediate family, a special-care dependent, live-in nanny (not paid child care), and other dependents who meet the Canada Revenue Agency definition and who must also reside in a member's principal residence at origin.
16. **Family car PMV** for the purposes of shipment, means a sedan, sports car, station wagon, mini van, pick-up, or 4-wheel drive vehicle of three-quarter ton rating or less, registered in a member's name or in the name of the spouse or common-law spouse or a dependent, the primary purpose of which is for family conveyance. This definition excludes racing cars, campers and any other vehicle which does not meet these criteria. The PMV must be owned at the time of transfer.
17. **Household effects** mean the furniture, household equipment and personal effects of a member and dependents, but do not include automobiles, livestock and pets.
18. **Interim accommodation** means days for which living expenses are paid at either the point of origin and/or at destination when a member is unable to move into the new residence.
19. **Isolated post** means a place named in Schedule A of the [*Isolated Posts Directive*](#).
20. **Legal fees** mean all expenses incurred through the services of a lawyer or notary public in securing clear title, fulfilling municipal and provincial property acquisition obligations, and securing financing on the purchase.
21. **Living expenses** mean the expenses incurred for food and overnight

accommodation. It may also include incidental expenses such as laundry, valet service, gratuities, local telephone calls and local transportation, as specified in this appendix.

22. **Member** means a regular member, civilian member, special constable or special constable member as defined in the *RCMP Act*. For the purposes of this appendix, this definition excludes newly engaged members.
23. **Mobile home or double-wide removable home** is considered to be a synonymous term for the purposes of this appendix. They mean a transportable, detached, single-family dwelling which is a member's principal residence and which contains by design the normal amenities for continuous year-round occupancy. The unit is connected to utilities and is designed to stand on a specially prepared site, although these preparations do not include a permanent foundation. The unit is designed and built to be towed or moved by road. This definition does not include a lean-to or other attached living space, fencing or similar items. Nor does this definition include travel trailers, camping trailers and the like, or any type of self-propelled vehicle such as a motor home or pick-up coach.
24. **New principal residence** means a single-family dwelling purchased or rented at the new place of duty which will become a member's principal residence following the relocation.
25. **Non-commercial accommodation or private non-commercial accommodation** means a private dwelling owned or rented by an acquaintance or relative with whom a member does not normally reside, campsites, or other accommodation where incidental expenses are minimal. It is not to include Crown-owned accommodation, cottages, campers, secondary residences, or property in which a member has an interest. A family staying in a private accommodation residence in the absence of another family or owner of the residence, is considered house sitting and is therefore self-contained accommodation.
26. **Pet** means a domestic family pet that normally resides in the family home. Horses or a large number of animals, such as cattery, a kennel of dogs or a herd of sheep are not kept for companionship and as such are not considered domestic pets.
27. **Place of duty** means the location of the official station or headquarters at or from which a member's duties are ordinarily performed, or to which an appointee is required to report for duty, and includes any area which, according to local custom, is within commuting distance of the place of duty.
28. **Point of departure** means Vancouver, Edmonton, Calgary, Saskatoon, Winnipeg, Sudbury, Timmins, North Bay, Thunder Bay, Toronto, Ottawa, Montreal, Quebec City, Moncton, Halifax, or St. John's, whichever is nearest to the workplace of a member by the most practical route to or from the workplace.

29. **Principal residence** means a single-family dwelling owned or rented by a member or dependent residing with a member, which was occupied continuously at the time the relocation at public expense was authorized and which is recorded as a member's permanent address on the personnel file. Temporary or seasonal accommodation is excluded by this definition.
30. **Professional cleaning** means a service rendered by a company or an individual who provided cleaning services as a regular 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 chimney cleaning, furnace cleaning etc
31. **Purchase Price** means the actual amount paid for the residence including applicable federal or provincial taxes less any rebates for said taxes as evidenced by contracts and deeds.
32. **Relocation** means the authorized move of **an member** from one place of duty to another or the authorized move of a member from the member's place of residence to the member's first place of duty upon appointment to a position in the Public Service.
33. **Replacement residence** means a single-family dwelling purchased or leased at the new workplace which will become a member's principal residence following the relocation.
34. **Retiring member** for the purposes of the [RCMP Regulations, Subsec. 79\(1\)\(a\)](#), means a member who has served in the RCMP for at least:
 1. 20 years and is eligible for an immediate annuity;
 2. 10 years and less than 20 years and who is entitled to an immediate or deferred annuity, i.e. a member medically discharged from the RCMP or discharged to promote economy and efficiency; or
 3. 5 years' with less than 25 years' pensionable service and age 50, for a civilian member who is discharged from the RCMP and who is entitled to an immediate annuity.
35. **Room and board** means a service from a third-party (excluding family and friends) that provides accommodation and meals. The duration is normally longer than that of private accommodation.
36. **Self-contained living accommodation** is generally equivalent to commercial accommodation available at the same location and should include:
 - A private, secure, single, climatically controlled room with self-contained, or adjoining washroom facilities not shared by more than one other person, complete with shower/bath, soap, towels, shower curtain and bath mat;

- A food preparation area, complete with at least a stove, a refrigerator and a microwave oven, as well as pots, pans, cooking utensils and eating utensils;
- A bed complete with bedding linens and pillows;
- Appropriate room furnishings including a desk or table, chairs, dresser, reading lamps, clock radio, and color television;
- Available room cleaning services, or cleaning materials, appliances and vacuum; and
- Available laundry facilities, and iron and board.

Self-contained living accommodation should be distinguished from shared self-contained living accommodation, which is not deemed to be self-contained living accommodation under this definition.

37. **Shared – Self-contained living accommodation** means a self-contained dwelling converted to room/dormitory accommodation and will be treated for purposes of administration as per the Treasury Board Manual, Chapter 4-1, Employee Services.
38. **Shipper** means a member who owns the household effects being moved.
39. **Single-family dwelling/residence** means living quarters containing the normal amenities necessary for continuous year-round occupancy. The dwelling must be structurally separated and have an entrance or entrances from outside the building or from a common hall, lobby, vestibule, or stairway inside the building.
40. **Spouse** means husband or wife.
41. **Temporary accommodation** means days for which living expenses are paid in accordance with the Treasury Board Travel Directive at the start or end of the voyage to the new place of duty or both.
42. **Training site** means "Depot" Division at Regina, Saskatchewan, or any other location where a newly engaged member/cadet undergoes training prior to relocation to his/her first workplace.
43. **Transfer** means the movement of a person from one position to another within the RCMP.
44. **Traveling expenses** mean the transportation and living expenses incurred en route to the new place of duty.
45. **Workplace** means the location at or from which a member ordinarily performs the duties of his/her position and in the case of a member whose duties are of an itinerant nature, the actual building to which the member returns to prepare/submit reports, etc., and where other administrative matters pertaining to a member's employment are conducted.

Appendix A

Recap of Miscellaneous Allowances/Expenses

- Sundry Accountable**
1. A member may be reimbursed for certain sundry accountable incidental relocation expenses incurred as a result of the relocation.
- Incidental Relocation Expenses (See also Section 10.07)**
2. This is in addition to the expenses reimbursed under the non-accountable incidental relocation expenses allowance (\$650).
 3. The following expenses will be reimbursed from the Core envelope subject to submission of claim with receipts. **The following list is all inclusive.**
 1. Connection/disconnection of public utility services, e.g. telephone, electricity, water and cable
 2. Connection/disconnection of electrical equipment, (in-home theatre system, computer system, satellite dishes, cellular telephones, internet service and alarm system);
 3. Payment of local licenses and includes the following mandatory associated expenses for a member and all family members:
 - a. License fees, administration charges, photo charges, plastic encasing, public transit contribution, driver's abstract (when required for insurance purposes when transferring between provinces) and license plate fees.
 - b. Safety certificate for automobile when one is mandatory by provincial legislation before license plates can be obtained (excluding cost of necessary repairs).
 - c. Medical exam required to obtain a specialized driver's license, such as Class 4.
 4. Cost of altering locks at new residence - labour only; and
 5. Charges for Post Office change of address.
- NOTE:
1. When the cost for shipping or driving a PMV is funded from the Core envelope, the expenses associated with said vehicle are also reimbursed from the Core envelope, e.g. licensing fees. This is also applicable to motorcycles and recreational vehicles. If the vehicle, motorcycle, etc., is shipped using funds from the Customized Envelope then the expenses associated with that vehicle shall be reimbursed from the Custom Fund.
 2. All sundry relocation expenses for new home construction are limited to the expenses which would have been reimbursed had a home been purchased on the market.
- Non-Accountable Incidental Relocation Expenses Allowance**
1. A member (other than an EX-equivalent) may receive a non-accountable incidental relocation expenses allowance credited to the Personalized envelope in an amount of up to \$650. Canada Revenue Agency defines a non-accountable allowance as an allowance that a member does not have to account for upon relocation, i.e. receipts are not required but should be retained.

**(See also
Section 2.06)**

2. This allowance is used to offset some of the losses incurred because of the move such as:
 1. Food which cannot be shipped (e.g. frozen food, perishables);
 2. Household goods which cannot be shipped (e.g. paint and building materials);
 3. Connection and disconnection of electrical appliances and preparation for shipment (e.g. blocking drum in washer, securing stereo turntable);
 4. Disassembling and assembling of garden and patio furniture;
 5. Removal or installation of valance boxes, curtain rods, wall hooks, clocks, wall mirrors;
 6. Taking up or relaying hall runners, etc., labor of altering and re-hanging existing drapes and curtains;
 7. Purchase of new school books required part way through year due to change of location;
 8. Non-cancelable portions of fees such as insurance and local clubs and associations;
 9. Tuning of pianos;
 10. Photocopy and transmittal costs for transcripts of academic records for RCMP member or children;
 11. Replacement of propane tank;
 12. Other minor out of pocket expenses;
 13. Connection and disconnection of internet service;
 14. House plants.
3. It is given in a lump sum. No receipts are required, but a member must certify the funds were spent as intended, and should keep evidence of losses in case of an audit by Canada Revenue Agency.
4. A member must sign a statement verifying that these expenses were incurred.

**Spousal
Services
(See also
Section 1.19.)**

1. Benefits that may be reimbursed under this program include employment search, employment assistance, interview travel, preparation of CV, and photocopy and transmittal costs for transcripts of academic records.
2. Customized/Personalized Envelope – for interview travel
 1. A maximum of 2 days Travel time, including return travel and 3 days at location
 2. Actual and reasonable expenses for airfare, mileage, car rental/parking, hotel and meals are reimbursable.
3. Prior approval must be given by the Regional Corporate Management Branch by submitting a detailed itinerary of job search trip
4. If the member wishes to accompany his/her spouse on the job search, expenses incurred by the RCMP Member will not be reimbursed.

5. A taxable benefit could result from these reimbursements subject to Canada Revenue Agency policy and guidelines. Receipts are required.

**Hotel/Motel
Occupancy
Principles**

**(See also
Section 5.08)**

1. The number of rooms that a member is entitled to while proceeding to the new location is based on family size. The following outlines the room entitlement by family size:
 1. Family size of 1 = 1 room for 1 person
 2. Family size of 2 = 1 or (2 rooms if there is one dependent who is not the spouse or common law and is of the opposite sex and who is over 18)
 3. Family size of 3 to 5 = 2 rooms
 4. Family size of 6 or 7 = 3 rooms
 5. Family size of 8 or more = 4 rooms

**ATM
Charges**

1. Members may be reimbursed additional ATM charges above their normal monthly fee for one transaction per day when related to the relocation as a Core Benefit.

**Qualifying
Rooms
(See also
Section
10.05)**

1. Qualifying rooms include kitchen, bedrooms (including bedrooms in finished basement), living room, recreation room, family room, dining room, basement, garage (not condos and apartments), outbuilding/storage shed (limit of one), and a storage room (separate from apartment).
2. For the purposes of establishing the number of qualifying rooms, the appraisal reports will be used for a home owner. For a renter, a member will provide the list of rooms.

Appendix B

Incentive not to Sell Principal Residence	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	
<p>This is to confirm my election not to sell my principal residence located at: _____ _____.</p> <p>I understand that under the provisions of the Integrated Relocation Program, by electing not to sell my principal residence, I am entitled to a credit equivalent to 80% of the real estate commission otherwise payable (taxes excluded) at pre-negotiated Corporate rates, calculated on the appraised value. This credit, capped at \$12,000, will be transferred immediately into my Personalized Funding Envelope.</p> <p>I further understand and agree that in consideration of the above-mentioned compensation, I hereby waive any future reimbursement by the Government of Canada of real estate fees, legal fees or other related disposal costs for the above noted property.</p> <p>I understand that this waiver includes any and all future disposal costs and any potential future incentives for this property under the IRP, whether or not I reoccupy the property as a result of an authorized relocation and subsequently receive another authorized relocation.</p> <p>Signed: _____</p> <p>Signed: _____</p> <p>Date: _____</p>	

Appendix C

Retention of Principal Residence at Former Workplace	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	
<p>This is to confirm my retention of principal residence located at: _____</p> <p>I understand that under the provisions of the Integrated Relocation Program, by electing to retain my principal residence, I am entitled to sell said residence at government expense on a subsequent transfer only.</p> <p>I further understand and agree that any future real estate or legal fees which would have been payable had I chosen to sell will be based upon the appraised value today and the current maximum fees and rates. See Articles 12.06.6 and 12.06.8.</p> <p>I understand that if I receive an authorized transfer back to the location of said principal residence, the authority to retain the principal residence expires. I also understand that the RCMP will only be responsible for one principal residence per relocation. I also understand that my household effects will only be moved from one location on a subsequent transfer.</p> <p>Signed: _____</p> <p>Date: _____</p>	

Appendix D

Common Law Declaration	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	
<p>This declaration will serve to designate an individual as a common-law partner for purposes of the RCMP IRP directive and for the relevant benefits to be accorded there under. We, _____ and _____ solemnly declare that our relationship is and has been demonstrated by our cohabitation in a conjugal relationship. This relationship is and has been recognized for a period of at least one year in the community or communities in which we have lived. This common law relationship commenced on _____, 20__.</p> <p>Signed: _____</p> <p>Signed: _____</p> <p>Date: _____</p>	

Appendix E

Retirement Relocation Applicable and Non-Applicable Benefits

APPLICABLE BENEFITS	Section in <u>App. VI-2-1</u>
Legal Fees (Disposition and Acquisition) Real Estate Fees Building/Structural Inspection (on purchase) Lease Liability/Rent In Advance of Move (one month maximum) House Hunting Trip Destination Home Inspection Trip Rental Search Assistance Shipment of HHE (not to exceed 20,000 lbs) Dependent Care (Pack and Load only) Interim Accommodation (origin – no to exceed 3 days) Travel to New Location Sundry Accountable Incidental Relocation Expenses Non-Accountable Incidental Relocation Expenses Allowance - \$650 Professional Cleaning (at origin and destination – max of \$100 each) Shipment of Personal Motor Vehicle (Maximum of 2 vehicles) TDRA – Section 6.08.2.1 only EX-equivalent provision (1/12 gross annual salary) in lieu of \$650.00 non-accountable incidental expenses allowance Appraisal (only when required for HEAP) Home Equity Assistance Program	
NON-APPLICABLE BENEFITS	
Home Sale Assistance Retention of former-post residence Bridge Financing Mortgage Default Insurance Mortgage Breaking Penalty Mortgage Interest Differential Mortgage Interest Buy-Down and Subsidy Marketing Incentives Transferable Savings	

House Hunting Trip – Dependents and/or extended family Extended House Hunting Trip Car Rental Upgrade Boarding of Pets during House Hunting Trip More than one HHT IAM&MA at the new location Extension of lease penalty payment Transfer Allowance Storage in Transit (SIT) TDRA – Section 7.11 to 7.15	
---	--

Appendix F

Detailed Funding Formulas

FUNDING TYPE 1: Regular Move (RCMP)

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member and each family member
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)
Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% Savings for Shipping Below Threshold
Shortened HHT Savings (max \$250)

FUNDING TYPE 2: Regular Move Ex-Equivalent (RCMP)

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member and each family member
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary
Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% Savings for Shipping Below Threshold
Shortened HHT Savings (max \$250)

FUNDING TYPE 3: Unaccompanied Move (RCMP)

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member only (1 person)
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental (\$650)

Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% Savings for Shipping Below Threshold (restrictions apply)
Shortened HHT Savings (max \$250)

**FUNDING TYPE 4:
Unaccompanied Ex-Equivalent (RCMP)**

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member only (1 person)
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary
Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% Savings for Shipping Below Threshold (restrictions apply)
Shortened HHT Savings (max \$250)

**FUNDING TYPE 5:
Retiree Move (RCMP)**

Customized Funding

Not applicable

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)

**FUNDING TYPE 6:
Retiree Move EX-Equivalent(RCMP)**

Customized Funding

Not applicable

Personalized Funding & Incentives

1/12 Annual Salary

**FUNDING TYPE 7:
Local Area Move (RCMP)**

Customized Funding

Not applicable

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)

FUNDING TYPE 8:

Local Area Move Ex-Equivalent (RCMP)

Customized Funding

Not applicable

Personalized Funding & Incentives

1/12 Annual Salary

FUNDING TYPE 9:

Movement of Mobile Home (RCMP)

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)

35% of cost of transportation for Member and each family member

35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)

Transfer Allowance

Shortened HHT Savings (max \$250)

FUNDING TYPE 10:

Movement of Mobile Home Ex-Equivalent (RCMP)

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)

35% of cost of transportation for Member and each family member

35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary

Transfer Allowance

Shortened HHT Savings (max \$250)

**FUNDING TYPE 11:
Regular Move to IP (RCMP)**

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member and each family member
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)
Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% of LTS savings for not storing major appliances (max 24 months)
Shortened HHT Savings (max \$250)

**FUNDING TYPE 12:
Regular Move to IP Ex-Equivalent**

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member and each family member
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary
Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% of LTS savings for not storing major appliances (max 24 months)
Shortened HHT Savings (max \$250)

**FUNDING TYPE 13:
IP to Regular Move (RCMP)**

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member and each family member
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)
Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% Savings for Shipping Below Threshold (No HHE in LTS & based on maximum weight entitlement)
Shortened HHT Savings (max \$250)

**FUNDING TYPE 14:
IP to Regular Move , Ex-Equivalent (RCMP)**

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member and each family member
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary
Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% Savings for Shipping Below Threshold (No HHE in LTS & based on maximum weight entitlement)
Shortened HHT Savings (max \$250)

**FUNDING TYPE 15:
IP to IP (RCMP)**

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member and each family member
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)
Transfer Allowance
Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)
80% of LTS savings for not storing major appliances (max 24 months) - Only applicable if there are going from a non weight restricted IP to a weight restricted IP. Otherwise, they will have already disposed of appliances when they moved into the weight restricted post.
80% Savings for Shipping Below Threshold (No HHE in LTS & based on maximum weight entitlement)
Shortened HHT Savings (max \$250)

**FUNDING TYPE 16:
IP to IP (RCMP) Ex-Equivalent**

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of transportation for Member and each family member
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary

Transfer Allowance

Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)

80% of LTS savings for not storing major appliances (max 24 months) - Only applicable if there are going from a non weight restricted IP to a weight restricted IP. Otherwise, they will have already disposed of appliances when they moved into the weight restricted post.

80% Savings for Shipping Below Threshold (No HHE in LTS & based on maximum weight entitlement)

Shortened HHT Savings (max \$250)

FUNDING TYPE 17:

Regular Move to IP - Travel via RCMP Aircraft

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)

35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)

Transfer Allowance

Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)

80% of LTS savings for not storing major appliances (max 24 months)

Shortened HHT Savings (max \$250)

FUNDING TYPE 18:

Regular Move to IP (Ex-Equivalent) - Travel via RCMP Aircraft

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)

35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary

Transfer Allowance

Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)

80% of LTS savings for not storing major appliances (max 24 months)

Shortened HHT Savings (max \$250)

FUNDING TYPE 19:

IP to Regular Move - Travel via RCMP Aircraft

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)

35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)

Transfer Allowance

Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)

80% Savings for Shipping Below Threshold (No HHE is LTS and based on maximum weight entitlement)

Shortened HHT Savings (max \$250)

FUNDING TYPE 20:

IP to Regular Move (Ex-Equivalent)- Travel via RCMP Aircraft

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)

35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary

Transfer Allowance

Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)

80% Savings for Shipping Below Threshold (No HHE in LTS and based on maximum weight entitlement)

Shortened HHT Savings (max \$250)

FUNDING TYPE 21:

IP to IP - Travel via RCMP Aircraft

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)

35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

Non-Accountable Incidental Relocation Expenses Allowance (\$650)

Transfer Allowance

Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)

80% of LTS savings for not storing major appliances (max 24 months) - Only applicable if there are going from a non weight restricted IP to a weight restricted IP. Otherwise, they will have already disposed of appliances when they moved into the weight restricted post.

80% Savings for Shipping Below Threshold (No HHE in LTS & based on maximum weight entitlement)

- Shortened HHT Savings (max \$250)

FUNDING TYPE 22:

IP to IP - (Ex-Equivalent) Travel via RCMP Aircraft

Customized Funding

Greater of \$1000 or 35% of REC (max \$5250)
35% of cost of shipping 1000 lbs of HG&E per qualifying room

Personalized Funding & Incentives

1/12 Annual Salary

Transfer Allowance

Real Estate Incentive (80% of REC, based on appraised value, not to exceed \$12 000)

80% of LTS savings for not storing major appliances (max 24 months) - Only applicable if there are going from a non weight restricted IP to a weight restricted IP. Otherwise, they will have already disposed of appliances when they moved into the weight restricted post.

80% Savings for Shipping Below Threshold (No HHE in LTS & based on maximum weight entitlement)

Shortened HHT Savings (max \$250)