



**Department of National  
Defence Schools Overseas**

**Purchase  
Order**

**APPLICATION FOR HOUSE HUNTING TRIP  
MOVE TO EUROPE**

The following number must appear on all related correspondence:

**P.O. Number:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(ie School/day/month/year/time)

(Assigned school in Europe date and time as follows: /13/01/2002/1200)

TO BE COMPLETED BY THE TEACHER (PART A) & EMPLOYING SCHOOL BOARD (PART B)  
→ TO DCBA 5/DEM FOR APPROVAL

<b>PART A (To be completed by Selected Teacher)</b>	
Name of Teacher:	
Assignment and Location:	<input type="checkbox"/> AFNORTH International School, Brunssum, The Netherlands <input type="checkbox"/> SHAPE International School, Casteau, Belgium
House Hunting Trip will be exercised during period of school closure (Spring/Easter Break)	
From ____ to ____ (House Hunting Trip will be for 7 days and 6 nights )	
Note: The Teacher is responsible to obtain valid passports for all travellers.(Teacher and/or spouse)	
Will your Spouse be accompanying you on the House Hunting Trip:    Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>PART B (To be completed by Employing School Board)</b>	
(Name of school Board/School District)	
<input type="checkbox"/> It is understood that DND will not reimburse for Occasional teacher usage to permit a teacher to take a House Hunting Trip (HHT).	
Name Authorized Official:	
Position:	
Signature of Authorized Official	Date:

**Financial Code:            2286AF Fund C134 GL2109 Internal Order GRC0000B3235**

**Authority: CBI [instruction 209.832 \(House Hunting Trip\)](#)**

**APPROVAL DCBA 5/DEM**

**Approved**

**Not approved**

\_\_\_\_\_ **DCBA 5/DEM**

\_\_\_\_\_ **Date**

**Recorded by DCBA 5-2**

**Initials** \_\_\_\_\_

**Date:** \_\_\_\_\_