



**Department of National
Defence Schools Overseas**

Purchase Order

APPLICATION FOR HOUSE HUNTING TRIP MOVE TO CANADA

The following number must appear on all related correspondence:

P.O. Number:

_____/_____/_____/_____/_____
(ie School/day/month/year/time) (SHAPE/13/01/2002/1200)

TO BE COMPLETED BY THE TEACHER → FOR THE PRINCIPAL'S RECOMMENDATION → TO
DCBA 5/DEM FOR APPROVAL

Name:		First Name:	
School:			
Date of Arrival Overseas:		Spouse's First Name	
Will House Hunting Trip be		<input type="checkbox"/> Accompanied or	<input type="checkbox"/> Unaccompanied?
TRAVEL DATE:			
Destination in Canada	Departure for HHT from Europe		Date:
	Return to Europe from HHT		Date:
Point of contact in Canada:			
Address:			Telephone:
CERTIFICATION BY TEACHER			
1. I will not be returning to occupy personally owned private accommodation, which was my residence prior to LOSA assignment.			
2. I understand that where an HHT benefit has been received, and I subsequently move to accommodation that I already own, the cost of the HHT must be refunded to DND.			
3. I understand taking an HHT will limit my entitlement to IMI&L on my trip home.			
4. Recovery of HHT expenses will occur when a teacher exercises an HHT and does not relocate back LOSA granting destination..			
Date:		Signature:	

Financial Code: 2286AF Fund C134 GL2109 Internal Order GRC0000B3235

Authority: CBI instruction 209.832 (House Hunting Trip),

Recommended by: _____ Date: _____

APPROVAL DCBA 5/DEM

Approved

Not approved

DCBA 5/DEM

Date

Recorded by DCBA 5-2

Initials _____

Date: _____