



ReloFact: Commercial and Non-Commercial Lodgings

This ReloFact explains Commercial and Non-Commercial Lodgings. For additional information, please refer to articles 3.2.01, 3.2.02, 3.2.03 and 3.2.04 of the Relocation Directive.

The information provided in this document is made available in the form of a general guide and is to be used for information purposes only. The Relocation Directive remains the authority for the reimbursement of all relocation expenses and you are encouraged to review the directive for eligibility prior to incurring any expenses.

Commercial Lodgings

Commercial Lodgings are establishments that cater to the general public such as hotels, motels, tourist homes, or guest cottages.

When staying in commercial lodgings, you will be reimbursed for actual and reasonable expenses not to exceed the maximum standard guest room rate under the [PWGSC Accommodation Directory](#). If there are less than five listings for the city, actual and reasonable expenses for a standard guest room may be reimbursed.

Your room entitlement will be based on your family size, as per the chart below:

Family Size	Room Entitlement
1	1 room
2	1 room, or 2 rooms (when dependant is not the spouse)
3 to 5	2 rooms
6 or 7	3 rooms
8 or more	4 rooms

Note: You may be entitled to an additional room if you have dependants over the age of 12 and of a different gender.

When you are entitled to more than one room, you may be eligible for the reimbursement of:

- The cost for a suite in lieu of your entitlement to additional rooms; or
- The non-commercial allowance as a savings incentive if you decide to forgo the additional room.

It is important to remember to book your hotel rooms in advance of your relocation activities. During spring and summer months, many hotels are at full capacity.

Non-Commercial Lodgings

Should you decide to stay with family or friends instead of Commercial Lodgings, you may be entitled to a Non-Commercial Lodging allowance of \$50 (CAD) per night, per family (receipts not required). This allowance does not apply when you stay in your principal residence.

If both commercial and non-commercial lodgings are used, reimbursement will be paid for both when there is an entitlement for more than one room.