

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TD: HQ DIVISION	REFERENCES	NOTES
	(h) Management Category (AUG 1 to JUL 31)	EXT 1665 JetForm	JUN 15	AUG 31	SPE/SPV/SP F	Annual CD	To stream management concerned. For non-rotational EXs consult SPE.
	(i) PE (APR 1 to MAR 31)	EXT 1097 JetForm	FEB 15	APR 28	SPS		
	(j) ST-SCY (OCT 1 to SEP 30)	EXT 269 JetForm	AUG 15	OCT 29	SPV	Annual CD	
	Arrival and Departure of Employees and Dependents						
A	(a) All temporary absences from Mission (If shelter cost affected included)	E-mail			SBM	FSD 25, 55, 56, 58	
A	(b) Date of occupancy and departure from permanent or temporary SQ	E-mail			Pers Div SBMC	FSD 25, 55	Ad hoc. To stream management division and SBMC.
A	Compassionate Travel - HOM only	E-mail			SBM	FSD 54	
	Currency Conversion						
B	(a) Exchange Rate Summary Report by HOM (Monthly)	FA 55-1 TBC 330-35	1st working day of month	5th working day of month	See remarks	HR 2.17.3	Monthly to Stats. Canada - Govt. Allowances Indexes Section.
B	(b) Monthly Currency Exchange Rate Report by Employees	Pro forma	1st working day of month	N/A	N/A	FSD 55 Instruction HR 2.17.3	Retained at mission for three years.
A	Education Allowance - Documentation required to establish mission education ceiling	Copy of school fee schedule	APR 3	JUN 1	SBM	FSD 34.03	Only if there is a change in the fee structure or in educational establishments used by a mission.
B	Foreign Language Training Expenditures	E-mail	APR 14	MAY 3	Geographic Bureau		Annual. Copy to CFSI.

Types of reports: A = As required reports
C = Reports that small missions are NOT expected to complete

B = Reports that ALL missions must provide on a regular basis
D = Reports to be completed by the Hub