

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
C	(e) Passport Issue Report	Printout	5th working day of month	10th working day of month	JWD	CI, Vol. 2	For automated missions only.
A	(f) Promise to repay	EXT 454			JPP	CI 3	As required.
FINANCIAL MANAGEMENT							
Finance							
A	(a) Audit Observation Responses	Telex		See Notes	MFFP		Ad Hoc – 30 days from receipt of EXT 631.
A	(b) Claims Against Crown	Letter or Telegram			MFFR	FM 14.1	Copy to JLA.
	(i) Ex Gratia Payments	"			"	FM 14.2	"
	(ii) Nugatory Payments	"			"	FM 14.3	"
A	(c) Collection of Shelter Costs	EXT 1649	6th working day of month		MFFP		Original and cheque/cash to MFFT. Copy and official receipt on mission accounts.
B	(d) Financial Forecasts	Telegram	SEPT 30 DEC 31 MAR 31	OCT 4 JAN 7 APR 6	MFR	CD	Copy to Area Management Advisor (A.M.A.) and MCBA.
A	(e) Loss or Misappropriation of money	Telegram			MFD/MFFR/ MFFP	FM 23.13	Immediately upon discovery.
B	(f) Monthly Mission Financial Return	EXT 412-1 EXT 412-3	5th working day of month	10th working day of month	MFFP	FM 24	Monthly.
	Attach the following to the Mission Financial Return:						
	(i) Disbursement Voucher	EXT 289	"	"	"	FM 24.3	
	(ii) Education Allowance	FS 34-1 TB 330-31	"	"	"	FSD 34	