

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
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 Currency Conversion	E-mail			SBM	FSD 54	
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 post education ceiling	Copy of school fee schedule	APR 4	JUN 3	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 11	MAY 1	Geographic Branch		Annual. Copy to CFSI.
B	Gasoline Costs for Mission Mileage Rates	E-mail	JAN 31	FEB 28	SBMC	HR 11	TB Travel Directive.
A	Hardship Rating Report	Diskette, e-mail			SERV		Every 3 years, according to SERV schedule.
B	Holidays Observed at Missions	Letter	DEC 13	JAN 4	SBP/SXT	FSD 44	Annual.
B	HOM Absence from Country of Accreditation	E-mail			Geographic Relations Division		As required. Copies to SPE and SBM.
B	HOM Narrative Summary	E-mail	JUN 13	JUL 15	Geographic ADM	HOM Appraisal Procedure	Annual. Copy to SPE.
	Leave						
B	(a) Leave and Attendance Reports	EXT 989-1 JetForm or GC 178	1st working day of following month		SBP	HR 7	Monthly. Final submission due in Ottawa by mid-April for close of fiscal year.

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