

MON	2 MAY	TUE	3 MAY	WED	4 MAY	THU	5 MAY	FRI	6 MAY	SAT	7 MAY
<ul style="list-style-type: none"> - CURRENCY CONVERSION: MONTHLY REPORTS - B - LES: PAY LIST FOR LOCALLY-ENGAGED CANADIANS - B - LES: SALARY DEDUCTION SHEET FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - LEAVE AND ATTENDANCE REPORT - B 		<ul style="list-style-type: none"> - TECHNICAL SECURITY: CERTIFICATE OF DESTRUCTION - C 				<ul style="list-style-type: none"> - TELECOMMUNICATIONS: MONTHLY TRAFFIC REPORT - B - TELECOMMUNICATIONS: COMMUNICATION SERVICES EXPENDITURES - B - CONSULAR: CONSULAR REPORT (COMIS) - B - PASSPORT: ACCOUNTABILITY REPORT - A - PASSPORT: BAD RECORD REPORT - C - PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B - PASSPORT: LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: ISSUE REPORT - C - FINANCE: REMITTANCE STATEMENT - B - FINANCE: MONTHLY MISSION FINANCIAL RETURN - B - FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - B 					
								EVENING			
								SUN	8 MAY		
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING			

A = As required reports **B** = Reports which ALL missions must provide on a regular basis **C** = Reports which small missions are NOT expected to complete