

MON	28 JUNE	TUE	29 JUNE	WED	30 JUNE	THU	1 JULY	FRI	2 JULY	SAT	3 JULY
		— MOTOR VEHICLES: REGISTER OF GAS COUPONS - B		— NAFTA PROCUREMENT REPORTS - D — OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C — FINANCE: VERIFICATION OF ADVANCES - B — FINANCE: EMERGENCY CASH PARCEL - COUNT - B — FINANCE: RECONCILIATION PACKAGE - B — FINANCE: FINEX REPORTS - B		CANADA DAY		— CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B — LEAVE AND ATTENDANCE REPORT - B — LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B — OVERTIME - B		EVENING	
										SUN	4 JULY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1998 / 1999		