

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(xix) Travel Expenses Claim (xx) Undertaking to repay (xiv) Record of Immigration Cost Recoveries	EXT 160 EXT 454 EXT 1203	" " "	" " "	" " "	TB 370 CI 3 FM 23.15	
	i) Telegraphic Input Financial Data	Telegram	As pages of EXT 412-1 completed		MFFP*	CDCS Instr 30, 15 FEB 88; Tel MIT-4419, 19 MAY 88	All missions except FMOs (Bonn, London, Paris, Tokyo, Washington)(Minimum report once a week) *Telegraphic address for report: FMSOTT
	j) Verification of Cash Account or Petty Cash Advance	EXT 699	SEP 1 DEC 1 MAR 1 JUN 1	SEP 10 DEC 10 MAR 10 JUN 10	MFFP	FM 23.5.9	Quarterly and whenever holder changes
24.	<u>Fire Safety</u>						
	a) Emergency Evacuation Drills and Staff Training		SEP 30 MAR 31		*N/A		*Retained at mission
	b) Fire Reports	Priority Telegram			MRPS	PM 17 CD 4/84 3/2/84	Ad Hoc. Priority Telex - detailed report within 7 days
	c) Inspection	EXT 881	OCT 15 MAY 15		*N/A		*Retained at mission
25.	<u>Foreign Language Training</u>						
	a) Expenditures	Telegram	1st working day of month	10th working day of month	APP		Monthly
	b) Requirements	Telegram	MAR 15	APR 1	APP		Annual
26.	Gasoline Costs for Mission Mileage Rates	Telegram	APR 2	APR 15	ABMR	Regs 4	TB Travel Directive