

MISSION ANNUAL DIARY – ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(m) Monthly Traffic Report	EXT 592	5th working day of month	Submit as per courier schedule	MST		Monthly.
	(n) Transfer and Receipt Voucher	EXT 606	As required		Responsible centre, MST, or MSX		On transfer of accountable communications materiel.
58.	Tourism Budget Expenditure Report	Telex		5th working day of month	Geographic Bureau	Tel UAM 0472 MAR 23 1988	Monthly expenditures to be reported on a segment by segment basis.
59.	Trade Intelligence for Canadian Exporters	Telex			BFC		Ad Hoc. For inclusion in CanadExport.
60.	Trade Promotion Forecast						
	(a) Investment Development Program Mission Initiatives	Listing	OCT 9	OCT 31	TPE		Annual. Reporting format provided with Mission Plan Circ. Report to include activities, events, locations by sectors. Copy to Geographic Division.
	(b) Missions and Visits – Next fiscal year	Telegram			TPE		As required.
	(c) Technology Inflow Program (TIP)	Listing	OCT 9	OCT 31	TPE		Annual. Reporting format provided with Mission Plan Circ. Report to include activities, events, locations by sectors. Copy to Geo. Div.
	(d) Trade Fairs and Major Missions – Next fiscal year plus one	Listing	OCT 19	OCT 31	TPE	CD	Annual. Reporting format provided with Mission Plan Circ. Report to include dates, location and products to be marketed. Copy to Geo. Div.
61.	Travel						
	(a) Authority and Advance	EXT 354					See item 19 (g)(xiv).
	(b) Expense Claims	EXT 160					See item 19 (g)(xv).