

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	Foreign Language Training Expenditures	Telegram	APR 13	MAY 1	Geographic Branch		Annual. Copy to CFSI.
B	Gasoline Costs for Mission Mileage Rates	Telegram	FEB 1	FEB 28	SBMT	HR 11	TB Travel Directive.
A	Hardship Rating Report	Disk			SBMH		Every 3 years, according to SBMH schedule.
B	Holidays Observed at Missions	Letter	DEC 16	JAN 4	SBP/STO	FSD 44	Annual.
B	HOM Absence from Country of Accreditation	Telegram			Geographic Relations Division		As required. Copies to SPE and SBP.
B	HOM Narrative Summary	Telegram	AUG 15	AUG 31	Geographic Bureau/ADM	HOM Appraisal Procedure	Annual. Copy to SPE.
Leave							
B	(a) Leave and Attendance Reports	EXT 989-1 or GC 178	1st working day of month		SBP	HR 7	Monthly. Final submission due in Ottawa by mid-April for close of fiscal year.
A	(b) Vacation Travel Assistance	Telegram			SBMA	FSD 50	Ad Hoc – One month prior to departure.
LES							
A	(a) Application for Pension Payment	EXT 394			SPA		Ad Hoc – Six months prior to S.O.S. date.
B	(b) Appraisal Reports	EXT 122 EXT 123				LES 4.1.8	Annual, to coincide with increments. Retain on employee's file at mission.
B	(c) Compensation Survey	EXT 97 EXT 98			SPA	LES 3.2	Ad Hoc.
A	(d) Employer's Report of Accident	FORM 7Q			SPA	LES 4.2.12	Ad Hoc.
A	(e) Employment and Pay Certificates	EXT 208			SPA	LES 4.1	Ad Hoc.
B	(f) Estimates of Social Security Contributions	EXT 250	SEP 15	OCT	SPA		

Types of reports:

A = As required reports

C = Reports which small missions are **NOT** expected to complete

B = Reports which **ALL** missions must provide on a regular basis

D = Reports to be completed by the Hub