

MON	28 AUG	TUE	29 AUG	WED	30 AUG	THU	31 AUG	FRI	1 SEPT	SAT	2 SEPT
				- OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C		- MOTOR VEHICLES: REGISTER OF GAS COUPONS - C		- FINANCE: VERIFICATION OF CASH ACCOUNT OR PETTY CASH ADVANCE - B - FINANCE: REMITTANCE STATEMENT - D - FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - D - CURRENCY CONVERSION: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - B - CURRENCY CONVERSION: MONTHLY CURRENCY EXCHANGE RATE REPORT BY EMPLOYEES - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LIST AND SALARY DEDUCTION SHEET FOR LOCALLY- ENGAGED CANADIANS - B - OVERTIME - B			
									EVENING		
									SUN	3 SEPT	
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