

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
(x)	Record of Fees Received – Passport and consular services	EXT 119	5th working day of month	10th working day of month	MFF	FM 23.12	
(xi)	Record of Immigration Cost Recoveries	EXT 1203	"	"	"	FM 23.16	
(xii)	Headquarters Payment Voucher	EXT 1369	"	"	"		
(xiii)	Statement of Accounts Receivable	EXT 939	"	"	"	FM 23.16.7	
(xiv)	Travel Authority and Advance	EXT 354	"	"	"	TB 370	
(xv)	Travel Expenses Claim	EXT 160	"	"	"	TB 370	
(xvi)	Undertaking to repay	EXT 454	"	"	"	CI 3	
(b)	Audit Observation Responses	Telex			MFFP		Ad Hoc – 30 days from receipt.
(c)	Claims Against Crown	Letter or Telegram			MFFR	FM 14.1	Copy to JLA.
(i)	Ex Gratia Payments	"			"	FM 14.2	"
(ii)	Nugatory Payments	"			"	FM 14.3	"
(d)	Current Month Expenditure	Telegram		0900 last working day	MFFD	MFR 280 5/6/79	Monthly – FMO missions only. Telegraphic address for report: FMSOTT.
(e)	Financial Forecasts	Telegram	SEPT 30 DEC 31 MAR 31	OCT 4 JAN 7 APR 6	MFR	Circ.	Copy to Area Management Advisor (A.M.A.) and MCBA.
(f)	Locally-Engaged Staff (LES) Salary Forecast	EXT 864	JUN 20	JUN 30	MFR	Circ.	Annual.
(g)	Loss or Misappropriation of money	Telegram			MFFR	FM-23.13	Immediately upon discovery.
(h)	Mission Budget Proposals	Part of Mission Operational Plan	OCT 12	OCT 19	MFR	Circular Document	Annual – copy to AMA and MCBA. (No R.O. detail to MCBA).