

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
g)	Mission Budget Estimates	Part of Mission Plan	OCT 19	OCT 31	MFR/CMA/AMA Unit	Circular Document	Annual - copy to AMA and CMA
h)	<u>Mission Financial Return</u>	EXT 412-1 EXT 412-3	5th working day of month	10th working day of month	MFPP	FM 24	Monthly
	Attach the following to the Mission Financial Return:						
(i)	Disbursement Voucher	EXT 289	"	"	"	FM 24.3	
(ii)	Education Allowance	FS 34-1 TB 330-31	"	"	"	FSD 34	
(iii)	Employment and Pay Certificates (LES)	EXT 208	"	"	MFPP	LES 4.1	(Original to ABK)
(iv)	Financial Assistance (CSP)	EXT 35	"	"	"	CI 3	
(v)	Hospitality Expenses	EXT 904	"	"	"	Regs 10	
(vi)	Long Distance Telephone	CGSB 33A	"	"	"	PA 1.4.1	
(vii)	Medical Expenses Advance	TB 330-18	"	"	"	FSD 38	
(viii)	Monthly Register of Passport Services	EXT 765	"	"	"	FM 23.12	(Original to MPD)
(ix)	Official Receipt	EXT 25	"	"	"	CI 5.24.1	
(x)	Passport Inventory & Record of Issue	EXT 25	"	"	"	FM 24.3.4	
(xi)	Paylist (LES)	PPT 034	"	"	"	FM 23.6	(Original to MPD)
(xii)	Petty Cash	EXT 201	"	"	"	CI 5.24.2	
(xiii)	Record of Fees Received - Passport and consular services	EXT 290	"	"	"	LES 4.3.1	
(xiv)	Record of Immigration Cost Recoveries	EXT 119	"	"	"	FM 23.5	
(xv)	Remittance Statement	EXT 1203	"	"	"	FML 23.12	
(xvi)	Headquarters Payment Voucher	EXT 20	"	"	MFFC	FM 23.15	
(xvii)	Statement of Account	EXT 1369	"	"	MFFP	FM 23.12.5	
(xviii)	Travel Authority and Advance	EXT 939	"	"	"	FINEX 65.4	
		EXT 354	"	"	"	FM 23.16.7	
						TB 370	