

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(g) FI	EXT 1097	APR 13	MAY 31	Pers Div	Annual Letter	To personnel management division.
	(h) FS	EXT 743	JUN 15	AUG 31	Pers Div	Annual CD	To stream management division.
	(i) GS-MES	EXT 1097	NOV 15	JAN 31	Pers Div	Annual Letter	To personnel management division.
	(j) GS-PRC	EXT 581	AUG 15	OCT 31	Pers Div	Annual CD	To personnel management division.
	(k) PE	EXT 1097	MAR 31	MAY 15	Pers Div	Annual Letter	To personnel management division.
	(l) ST-SCY	EXT 269	AUG 15	OCT 31	Pers Div	Annual CD	To personnel management division.
	Arrival and Departure of Employees and Dependants						
A	(a) All temporary absences from Mission (If shelter cost affected included)	Telegram			SRSM/SBP	FSD 58 FSD 25	
A	(b) Date of occupancy and departure from permanent or temporary SQ	Telegram			Pers Div SRSM/SBP	FSD 55 FSD 25	Ad Hoc. To stream management division, SBP and SRSM.
A	Compassionate Travel – HOM only	Telegram			SBMA	FSD 54	
	Currency Conversion						
B	(a) Annual Currency Conversion Report	Pro forma	NOV 1	NOV 15	SBDE	HR 2.17.3	
B	(b) Exchange Rate Summary Report by HOM (Monthly)	FA 55-1 TBC 330-35	1st working day of month	5th working day of month	See remarks	HR 2.17.3	Monthly to Stats. Canada – Govt. Allowances Indexes Section.
B	(c) Monthly Currency Exchange Rate Report by Employees	Pro forma	1st working day of month	N/A	N/A	FSD 55 Instruction HR 2.17.3	Retained at mission for three years.
A	Education Allowance – Documentation required to establish post education ceiling	Copy of school fee schedule	APR 5	JUN 1	SBMA	FSD 34.03	Only if there is a choice in the fee structure or if there is a choice in educational establishments used by a mission.

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