

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(k) Remittance Statement	EXT 412-1	Once per week or as per diplomatic bag schedule		MFF	FM 23.12.5	Original and cheques/cash to MFF. Copy and official receipts on Mission accounts.
	(l) Telegraphic Input Financial Data	Telegram	As pages of EXT 412-1 completed or once a week		MFFD	CDCS Instr. 30, 15 FEB 88; Tel MIT-4419, 19 MAY 88	All missions except FMOs (Bonn, London, Paris, Tokyo, Washington) (Minimum report once a week) Telegraphic address for report: FMSOTT.
	(m) Verification of Cash Account or Petty Cash Advance	EXT 699	SEP 1 DEC 1 MAR 1 JUN 1	SEP 10 DEC 10 MAR 10 JUN 10	MFFP	FM 23.5.9	Quarterly and whenever holder changes.
20.	Fire Safety						
	(a) Emergency Evacuation Drills and Staff Training		SEP 30 MAR 31		*N/A		*Retained at mission.
	(b) Fire Reports	Priority Telegram			MRPS	PM 17 CD 4/84 3/2/84	Ad Hoc. Priority Telex - detailed report within 7 days.
	(c) Inspection	EXT 881	OCT 15 MAY 15		*N/A		*Retained at mission.
21.	Foreign Language Training Expenditures	Telegram	APR 5	APR 15	Geographic Branch		Annual. Copy to APF/CFSI.
22.	Gasoline Costs for Mission Mileage Rates	Telegram	FEB 1	FEB 28	ABMT	Regs 4	TB Travel Directive.
23.	Grievances	TB 330-5			ABE	Grievance Booklet	Ad Hoc.
24.	Holidays Observed at Missions	Letter	DEC 18	JAN 4	ABP/MST	PA 8.11 FSD 44	Annual.
25.	HOM Absence from Country of Accreditation	Telegram			Geographic Bureau	PA 4.2D	As required. Copies to APE and ABPF.