

MON	29 JAN	TUE	30 JAN	WED	31 JAN	THU	1 FEB	FRI	2 FEB	SAT	3 FEB
				<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - MOTOR VEHICLES: REGISTER OF GAS COUPONS - C 		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - B - CURRENCY CONVERSION: MONTHLY CURRENCY EXCHANGE RATE REPORT BY EMPLOYEES - B - GASOLINE COSTS FOR MISSION MILEAGE RATES - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LIST AND SALARY DEDUCTION SHEET FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B 		<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - D - FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - D 			
										EVENING	
										SUN	4 FEB
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											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SKIA			MISSION DIARY 1995 / 1996		