

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(k) PE	EXT 1097	APR 1	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.
	<b>Arrival and Departure of Employees and Dependants</b>						
A	(a) All temporary absences from Mission (If shelter cost affected included)	Telegram			SBM	FSD 25, 55, 56, 58	
A	(b) Date of occupancy and departure from permanent or temporary SQ	Telegram			Pers Div SBMC	FSD 25, 55	Ad Hoc. To stream management division and SBMC.
A	<b>Compassionate Travel – HOM only</b>	Telegram			SBM	FSD 54	
	<b>Currency Conversion</b>						
B	(a) Annual Currency Conversion Report	Pro forma	NOV 1	NOV 15	SBEE	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	<b>Education Allowance – Documentation required to establish post education ceiling</b>	Copy of school fee schedule	APR 4	JUN 3	SBM	FSD 34.03	Only if there is a change in the fee structure or in educational establishments used by a mission.
B	<b>Foreign Language Training Expenditures</b>	Telegram	APR 12	MAY 1	Geographic Branch		Annual. Copy to CFSI.
B	<b>Gasoline Costs for Mission Mileage Rates</b>	Telegram	FEB 1	FEB 28	SBMC	HR-11	TB Travel Directive.
A	<b>Hardship Rating Report</b>	Disk			SERV		Every 3 years, according to SERV schedule.
B	<b>Holidays Observed at Missions</b>	Letter	DEC 15	JAN 4	SBP/STO	FSD 44	Annual.
B	<b>HOM Absence from Country of Accreditation</b>	Telegram			Geographic Relations Division		As required. Copies to SPE and SBM.

Types of reports: A = As required reports  
C = Reports that small missions are NOT expected to complete

B = Reports that ALL missions must provide on a regular basis  
D = Reports to be completed by the Hub