

MON	27 APR	TUE	28 APR	WED	29 APR	THU	30 APR	FRI	1 MAY	SAT	2 MAY
				<ul style="list-style-type: none"> <li>— MOTOR VEHICLES: REGISTER OF GAS COUPONS - C</li> </ul>		<ul style="list-style-type: none"> <li>— OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C</li> <li>— FINANCE: EMERGENCY CASH PARCEL INSPECTION - B</li> <li>— FINANCE: RECONCILIATION PACKAGE - B</li> <li>— FINANCE: FINEX REPORTS - B</li> </ul>	<ul style="list-style-type: none"> <li>— APPRAISAL REPORTS: CS - B</li> <li>— MISSION PROGRAM ALLOCATION: LES SALARY FORECAST; PRICE INCREASE SURVEY - D</li> <li>— CURRENCY CONVERSION: EXCHANGE RATE REPORTS ( HOM - EMPLOYEES) - B</li> <li>— LEAVE AND ATTENDANCE REPORT - B</li> <li>— LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B</li> <li>— OVERTIME - B</li> </ul>				
										EVENING	
										<b>SUN</b>	3 MAY
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