

MON	28 FEB	TUE	29 FEB	WED	1 MAR	THU	2 MAR	FRI	3 MAR	SAT	4 MAR
- MOTOR VEHICLES: REGISTER OF GAS COUPONS - C		- OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B		- CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B							
										EVENING	
										SUN	5 MAR
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