

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
(iv)	Hospitality Expenses	EXT 904	"	"	"	Reg 10	
(v)	Long Distance Telephone	CGSB 33A	"	"	MFF	PA 1.4.1	
(vi)	Medical Expenses Advance	TB 330-18	"	"	"	FSD 38	
(vii)	Official Receipt	EXT 25	"	"	"	FM 24.3.4	
(viii)	Paylist (LES)	EXT 201	"	"	"	LES 4.3.1	
(ix)	Petty Cash	EXT 290	"	"	"	FM 23.5	
(x)	Record of Fees Received – Passport and consular services	EXT 119	5th working day of month	10th working day of month	MFF	FM 23.12	
(xi)	Record of Immigration Cost Recoveries	EXT 1203	"	"	"	FM 23.16	
(xii)	Headquarters Payment Voucher	EXT 1369	"	"	"		
(xiii)	Statement of Accounts Receivable	EXT 939	"	"	"	FM 23.16.7	
(xiv)	Travel Authority and Advance	EXT 354	"	"	"	TB 370	
(xv)	Travel Expenses Claim	EXT 160	"	"	"	TB 370	
(xvi)	Undertaking to repay	EXT 454	"	"	"	CI 3	
(h)	Monthly Register of Passport Services	EXT 765	5th working day of month	10th working day of month	JWD	FM 23.12 PSA Appendix XI	Original to JWD. Attach copy to Mission Financial Return.
(i)	Passport Inventory and Record of Issue	PPT 034	"	"	JWD	FM 23.6 PSA Appendix XI	
(j)	Price Increase Information	Letter EXT 1527	JUN 20	JUN 30	MFR	Circ.	Annual.