

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	Leave						
B	(a) Leave and Attendance Reports	EXT 989-1 or GC 178	1st working day of month		ABP	HR 7	Monthly. Final submission due in Ottawa by mid-April for close of fiscal year.
A	(b) Vacation Travel Assistance	Telegram			ABMA	FSD 50	Ad Hoc - 1 month prior to departure.
	LES						
A	(a) Application for Pension Payment	EXT 394			ABL		Ad Hoc - 6 months prior to S.O.S. date.
B	(b) Appraisal Reports	EXT 122 EXT 123				LES 4.1.8	Annual, to coincide with increments. Retain on employee's file at mission.
B	(c) Compensation Survey	EXT 97 EXT 98			ABL	LES 3.2	Ad Hoc - at least annually.
A	(d) Employer's Report of Accident	FORM 7Q			ABL	LES 4.2.12	Ad Hoc.
A	(e) Employment and Pay Certificates	EXT 208			ABL	LES 4.1	Ad Hoc.
B	(f) Estimates of Social security contributions	EXT 250	SEP 15	OCT	ABL		
A	(g) Oaths and Affirmations						Ad Hoc, on appointment. Retain on employee's file at mission.
B	(h) Pay Lists for Locally-Engaged Canadians		1st working day of every month	5th working day of every month	MFFE	CD 10/92 1/4/92 LES 4.1.12	Monthly. Attached to EXT 633 (see LES (i)).
B	(i) Salary Deduction Sheet for Locally-Engaged Canadians	EXT 633	1st working day of every month	5th working day of every month	MFFE	CD 10/92 1/4/92 LES 4.1.12	Monthly. Copy to ABL. Nil report required.
B	Meal Rate Survey	EXT 63	DEC 17 JUN 22	JAN 1 JUL 2	ABMT ABMT	HR 11	Annually - All missions except in U.S.A. As required to assess significant changes.
C	Medical - Travel (HOM authority)	Telegram or Letter			ABMA	FSD 41	Ad Hoc - Copies to HWC Ottawa (for info only).

A = As required reports **B** = Reports which ALL missions must provide on a regular basis **C** = Reports which small missions are NOT expected to complete