

MON	28 APR	TUE	29 APR	WED	30 APR	THU	1 MAY	FRI	2 MAY	SAT	3 MAY
		<ul style="list-style-type: none"> - MOTOR VEHICLES: REGISTER OF GAS COUPONS - C 	<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B 		<ul style="list-style-type: none"> - APPRAISAL REPORTS: CS - B - MISSION PROGRAM ALLOCATION: LES SALARY FORECAST; PRICE INCREASE SURVEY - D - CURRENCY CONVERSION: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - B - CURRENCY CONVERSION: MONTHLY CURRENCY EXCHANGE RATE REPORT BY EMPLOYEES - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B 						
										EVENING	
										SUN	4 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