

EXHIBIT 4

DEPARTMENT OF EXTERNAL AFFAIRS

Categories of Expenditure to be Included in the
Budgets of Administrative Support Divisions

<u>COMMUNICATIONS AND INFORMATION SYSTEMS BRANCH</u>	<u>FINANCE AND ADMINISTRATION BRANCH</u>	
	<u>CENTRAL SERVICES</u>	<u>MATERIEL MANAGEMENT</u>
Travel	Travel	Travel
Courier services - travel and baggage charges	Rental of equipment, vehicles and furniture	Freight, express and cartage
Microfilming services	Repairs and upkeep	Rental of equipment, vehicles and furnishings
Office supplies	Vehicle operations and maintenance	Office and housekeeping supplies
Repair parts	Office supplies	Paintings and objects of art
Grants	Acquisition of equipment and furnishings	Acquisition of motor vehicles
Acquisition of equipment		Acquisition (initial) of equipment and furnishings for posts
	<u>FINANCE</u>	<u>PROPERTY MANAGEMENT</u>
<u>PERSONNEL BRANCH</u>	Travel	Travel
Salaries and allowances (Canada-based staff)	Accounting services	Professional fees
Travel	Other special services	Rental of buildings
Removal expenses	Taxes on diplomatic properties	Office supplies
Tuition fees	Office supplies	Acquisition of land, construction and acquisition of of buildings
Other business services	Ex-gratia payments	
Office supplies	Exchange and bank charges	
Interim staff expenses at official residences	Claims on the Crown	