

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(e) Loss or Misappropriation of money	Telegram			SFFO/SBFM	FM 23.13	Immediately upon discovery.
D	(f) Monthly Mission Financial Return	EXT 412-1 EXT 412-3	5th working day of month	10th working day of month	SBFM	FM 24	Monthly, with exception of small missions operating from a standing advance.
	Attach the following to the Mission Financial Return:						
	(i) Disbursement Voucher	EXT 289	"	"	"	FM 24.3	
	(ii) Education Allowance	FS 34-1 TB 330-31	"	"	"	FSD 34	
	(iii) Financial Assistance (CSP)	EXT 35	"	"	"	CI 2	
	(iv) Hospitality Expenses	EXT 904	"	"	"	PROT 9	
	(v) Long Distance Telephone	CGSB 33A	"	"	"		
	(vi) Medical Expenses Advance	TB 330-18	"	"	"	FSD 38	
	(vii) Official Receipt	EXT 25	"	"	"	FM 24.4	
	(viii) Pay List (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	"	"	"	FM 23.13	
	(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	"	"	"	HR 11	
	(xv) Travel Expenses Claim	EXT 160	"	"	"	HR 11/FSDs	
	(xvi) Promise to repay	EXT 454	"	"	"	CI 2	

Types of reports:

A = As required reports

C = Reports which small missions are NOT expected to complete

B = Reports which ALL missions must provide on a regular basis

D = Reports to be completed by the Hub