

MON	29 DEC	TUE	30 DEC	WED	31 DEC	THU	1 JAN	FRI	2 JAN	SAT	3 JAN
		— MOTOR VEHICLES: REGISTER OF GAS COUPONS - B		— NAFTA PROCUREMENT REPORTS - D  — OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C  — FINANCE: RECONCILIATION PACKAGE - B  — FINANCE: FINEX REPORTS - B  — FINANCE: VERIFICATION OF ADVANCES - B  — FINANCE: EMERGENCY CASH PARCEL-COUNT - B		NEW YEAR'S DAY		— CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B  — LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B  — OVERTIME - B  — LEAVE AND ATTENDANCE REPORT - B			
										EVENING	
										SUN	4 JAN
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