

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(c) Monthly Currency Exchange Rate Report by Employees	Pro forma	1st working day of month	N/A	N/A	FSD 55 Instruction HR 2.17.3	Retained at mission for three years.
	<b>Education Allowance</b>						
A	(a) At post – Documentation required to establish post education ceiling	Copy of school fee schedule	APR 5	JUN 1	ABMA	FSD 34.03	
A	(b) Away from post						
	(i) Claim	FS 34-1 TB 330-36	JUL 15	JUL 31	ABMA	FSD 34.04 34.05 34.06	On receipt of school receipt.
	(ii) Proposal	FS 34-2 TB 330-36	OCT 15	OCT 30	ABMA	FSD 34.04 34.05 34.06	Annual.
B	<b>Foreign Language Training Expenditures</b>	Telegram	APR 15	MAY 1	Geographic Branch		Annual. Copy to CFSI.
B	<b>Gasoline Costs for Mission Mileage Rates</b>	Telegram	FEB 1	FEB 28	ABMT	HR 11	TB Travel Directive.
A	<b>Grievances</b>	TB 330-5			ABE	Grievance Booklet	Ad Hoc.
B	<b>Holidays Observed at Missions</b>	Letter	DEC 17	JAN 4	ABP/MST	FSD 44	Annual.
B	<b>HOM Absence from Country of Accreditation</b>	Telegram			Geographic Relations Division		As required. Copies to APE and ABPF.
B	<b>HOM Narrative Summary</b>	Telegram	AUG 15	AUG 31	Geographic Bureau/ADM	HOM Appraisal Procedure	Annual. Copy to APE.
C	<b>Hotels – Information</b>	Letter	DEC 17	MAR 15	ABMT		Annual.