

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(iii) Financial Assistance (CSP)	EXT 35	5th working day of month	10th working day of month	SBFM	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	
D	(g) Remittance Statement	EXT 412-1 or EXT 20	Once per week or as per diplomatic bag schedule		SBFM	FM 23.12.5	Original and cheques/cash to SBF. Copy and official receipts on Mission accounts. Special envelopes.
D	(h) Telegraphic Input Financial Data.	Telegram	As pages of EXT 412-1 completed or once a week		SBFM	CDCS Instr. 30, 15 FEB 88; Tel MIT-4419, 19 MAY 88	All missions except FMOs (Bonn, London, Paris, Tokyo, Washington) (Minimum report once a week) and missions where Mission FINEX is being used. Telegraphic address for report: FMSOTT.
B	(i) Verification of Cash Account or Petty Cash Advance	EXT 699	SEP 1 DEC 1 MAR 1 JUN 3	SEP 11 DEC 10 MAR 11 JUN 10	SBFM	FM 23.5.9	Quarterly and whenever holder changes. Small missions do not need to make report in December or June.

Types of reports: **A** = As required reports
C = Reports that small missions are **NOT** expected to complete

B = Reports that **ALL** missions must provide on a regular basis
D = Reports to be completed by the Hub