

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(c) Distribution Accounts						
	– Chancery	EXT 337			MRPD	MM 3	Once every 3 years, or at change of HOM.
	– Official residence	EXT 343			MRPD	MM 3	Once every 3 years, or at change of occupant.
	(d) Loan to Staff Card	EXT 385			*N/A	MM 3 & 14	*Retained at mission.
	(e) Message Demand	Telegram			MRMF/G/T	MM 5	As required.
	(f) Requisition of Stationery	EXT 115			MRMG	MM 12	As required.
	(g) <i>Shipping Instructions Manual</i> Amendments	Letter			MRMS	MM 12	As required.
	(h) Status/Receipt of Shipment	Telegram			MRMS	MM 6	On receipt of goods.
	(i) Theft or Loss over \$1,000 Cdn.	Letter			MRMC	MM 3 & 7	Ad Hoc.
	(j) Transfer and Adjustment Voucher	EXT 182			*N/A	MM 3	*Retained at mission.
41.	Meal Charges	EST 63	DEC 18	JAN 1	ABMT	Regs 4	Annually – All missions except in U.S.A.
			JUN 22	JUL 2	ABMT		As required to assess significant changes.
42.	Medical						
	(a) Expense Advance						See item 21 (a)(vi).
	(b) Facilities		DEC 18	JAN 1	ABMA	PA 6, 6B	Annex to Mission Report – Annual.
	(c) Travel – HOM authority	Telegram or Letter			ABMA	FSD 41	Ad Hoc – Copies to HWC Ottawa (for info only).
43.	Mission Operational Plan	Forms provided with call letter	OCT 4	OCT 18	MCBA	Circ. Document	Original to MCBA. One copy to A.M.A.
44.	Mission Report	Telegram	DEC 1	DEC 15	ABMA	PA 6.4 PA 6B	Amendment as required.