

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
44.	<u>Materiel</u>						
	a) Authority for Expenditure	EXT 116	Various		MRMT		For MRMT only. Return prior to end of fiscal year to commit or decommit HQ funds.
	b) Disposal	EXT 369			*N/A		*Retained at mission. For motor vehicle, see 50(b)
	c) Distribution Accounts						
	- Chancery	EXT 337			MRCS	MM 3	Once every 3 years, or at change of HOM. Retained at mission
	- Official residence	EXT 343			MRCS	MM 3	Once every 3 years, or at change of occupant.
	- Staff accommodation	EXT 179			MRCS	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	Various	Various	MRMG	MM 12	Twice Yearly - varies with mission as per MM 12
	g) Shipping Instructions Manual Amendments	Letter	JUL 2	JUL 31	MRMS	MM 12	Annual
	h) Status/Receipt of Shipment	Telegram			MRMS	MM 6	On receipt of goods
	i) Theft or Loss over \$1000 Cdn.	Letter			MRMC	MM 3 & 7	Ad Hoc
	j) Transfer and Adjustment Voucher	EXT 182			*N/A	MM 3	*Retained at mission
45.	Meal Charges	EXT 63	DEC 18 JUN 22	JAN 1 JUL 2	ABMR	Regs 4	Annually - all missions except in USA.
46.	<u>Medical</u>						
	a) Expense Advance						See item 23(h)(vii)