

| ITEM NO. | REPORT/SUBMISSION | FORMAT | SUBMISSION DATE (MISSION) | DATE DUE IN OTTAWA | TO: HQ AGENCY | REFERENCES | REMARKS |
|----------|---|-----------|---------------------------------------|--|---------------|------------------------------|--|
| | (d) Project Authorization and Expenditure Report – Cultural Relations | | 1st working day of OCT, JAN, APR, JUL | 10th working day of OCT, JAN, APR, JUL | BAM | | Quarterly, or as soon as all payments made. Ad Hoc, if project authorized by BKA, BKR or BKD. |
| 12. | Currency Conversion | | | | | | |
| | (a) Annual Currency Conversion Report | Pro forma | NOV 1 | NOV 15 | ABDE | Proc 6 | |
| | (b) Exchange Rate Summary (Monthly) | FA 55-1 | 1st day of following month | 5th day of following month | See remarks | FSD 55 | Monthly to Stats. Canada – Govt. Allowances Indexes Section. |
| | (c) Monthly Exchange Rate Report by Employees | Pro forma | 1st day of following month | N/A | N/A | Proc 6 FSD 55 Instruction | Retained at mission for three years. |
| 13. | Current Month Expenditure | | | | | | See item 21 (d). |
| 14. | Diplomatic, Consular and Foreign Office Lists | As issued | | | BMS | PA 4.12 | Ad Hoc (1 copy). |
| 15. | Disbursement Voucher | | | | | | See item 21 (a)(i). |
| 16. | Discipline Report | | | | ABE | Discipline Booklet | Ad Hoc. |
| 17. | DND | | | | | | |
| | (a) Annual Document Accounting Report | Letter | JAN 21 | JAN 31 | CIS/DCFAP | | A-SI-288-002/SI-000. |
| | (b) Annual Report on Hospitality | Letter | MAY 5 | MAY 15 | CIS/DCFAP | CFAO 205-24 paras. 42 and 44 | Annual Report to reach DGCB by 31 May. |
| | (c) Budget Estimate – Temporary Duty and Miscellaneous Expenditures | Letter | | JULY 15 or as directed | CIS/DCFAP | | CIS Adm. Instruction 18. |
| | (d) Cyclical Review – Hosp. Funds | Telegram | | JUN 15 | CIS/DCFAP | | Annual Submission CIS Admin. Instruction 19. |
| | (e) Cyclical Review – TD/Misc Expenditures | Telegram | | DEC 15 or as directed | CIS/DCFAP | CIS Instr. | Annual. |