

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	Education Allowance – Documentation required to establish mission education ceiling	Copy of school fee schedule	APR 3	JUN 3	SBM	FSD 34.03	Only if there is a change in the fee structure or in educational establishments used by a mission.
B	Foreign Language Training Expenditures	E-mail	APR 14	MAY 1	Geographic Bureau		Annual. Copy to CFSI.
B	Gasoline Costs for Mission Mileage Rates	E-mail	JAN 30	FEB 27	SBMC	HR 11	TB Travel Directive.
A	Hardship Rating Report	Diskette, e-mail			SERV		Every 3 years, according to SERV schedule.
B	Holidays Observed at Missions	Letter	DEC 15	JAN 2	SBP/SXT	FSD 44	Annual.
B	HOM Absence from Country of Accreditation	E-mail			Geographic Relations Division		As required. Copies to SPE and SBM.
	HOM Accountability Document	E-mail	SEP 2	OCT 10	Geographic DG		Annual. To be completed by ambassadors, high commissioners and consuls general.
B	HOM Narrative Summary	E-mail	JUN 13	JUL 15	Geographic DG	HOM Appraisal Procedure	Annual. Copy to SPE.
	Leave						
B	(a) Leave and Attendance Reports	EXT 989-1 JetForm or GC 178	1st working day of following month		SBP	HR 7	Monthly. Final submission due in Ottawa by mid-April for close of fiscal year.
A	(b) Vacation Travel Assistance	E-mail			SBM	FSD 50	Ad hoc – One month prior to departure.
	LES						
A	(a) Application for Pension Payment	EXT 394			SPSA		Ad hoc – Six months prior to S.O.S. date.
B	(b) Appraisal Reports	EXT 122 EXT 123				LES 4.1.8	Annual, to coincide with increments. Retain on employee's file at mission.
B	(c) Compensation Survey	EXT 97 EXT 98			SPSA	LES 3.2	Annually.

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