

MON	13 DEC	TUE	14 DEC	WED	15 DEC	THU	16 DEC	FRI	17 DEC	18 DEC
				- TRAVEL: REPORT ON FIRST CLASS TRAVEL - <b>A</b>				- FINANCE: REMITTANCE STATEMENT - <b>B</b>  - FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - <b>B</b>  - HOLIDAYS OBSERVED AT MISSIONS - <b>B</b>  - HOTELS: INFORMATION - <b>C</b>  - MEAL RATE SURVEY - <b>B</b>		
										EVENING
										<b>SUN</b>
										19 DEC
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING

**A** = As required reports    **B** = Reports which ALL missions must provide on a regular basis    **C** = Reports which small missions are NOT expected to complete