

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
(vi)	Long Distance Telephone	CGSB 33A	5th working day of month	10th working day of month	MFFP	PA 1.4.1	
(vii)	Medical Expenses Advance	TB 330-18	"	"	"	FSD 38	
(viii)	Monthly Register of Passport Services	EXT 765	"	"	"	FM 23.12 CI 5.24.1	Original to MPD.
(ix)	Official Receipt	EXT 25	"	"	"	FM 24.3.4	
(x)	Passport Inventory and Record of Issue	PPT 034	"	"	"	FM 23.6 CI 5.24.2	Original to MPD.
(xi)	Paylist (LES)	EXT 201	"	"	"	LES 4.3.1	
(xii)	Petty Cash	EXT 290	"	"	"	FM 23.5	
(xiii)	Record of Fees Received - Passport and consular services	EXT 119	"	"	"	FM 23.12	
(xiv)	Record of Immigration Cost Recoveries	EXT 1203	"	"	"	FM 23.16	
(xv)	Remittance Statement	EXT 20	"	"	MFFA	FM 23.12.5	Original and cheques/cash to MFFA. Copy and official receipts on Mission accounts.
(xvi)	Headquarters Payment Voucher	EXT 1369	"	"	NFFP		
(xvii)	Statement of Account	EXT 939	"	"	"	FM 23.16.7	
(xviii)	Travel Authority and Advance	EXT 354	"	"	"	TB 370	
(xix)	Travel Expenses Claim	EXT 160	"	"	"	TB 370	
(xx)	Undertaking to repay	EXT 454	"	"	"	CI 3	
(xxi)	Record of Immigration Cost Recoveries	EXT 1203	"	"	"	FM 23.15	
(i)	Price Increase Information	Letter EXT 1527	JUN 20	JUN 30	MFR	Circ.	Annual.