

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
12.	(d) Project Authorization and Expenditure Report – Cultural/Academic Relations Grants		1st working day of OCT, JAN, APR, JUL	10th working day of OCT, JAN, APR, JUL	BAM	Telegram	Quarterly, or as soon as all payments made. Ad Hoc, if project authorized by BKA, BKR or BKD.
	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.	Diplomatic, Consular and Foreign Office Lists	As issued			BMS	PA 4.12	Ad Hoc (1 copy).
14.	Disbursement Voucher						See item 19 (g)(i).
15.	Discipline Report				ABE	Discipline Booklet	Ad Hoc.
16.	DND						
	(a) Annual Document Accounting Report	Letter	JAN 21	JAN 31	DATT 2		A-SI-288-002/SI-000.
	(b) Annual Report on Hospitality	Letter	MAY 5	MAY 15	DATT 2	CFAO 205-24 paras. 42 and 44	Annual Report to reach DGCB by 30 June.
	(c) Budget Estimate – Temporary Duty and Miscellaneous Expenditures	Letter		JULY 15 or as directed	DATT 2		CIS Adm. Instruction 18.
	(d) Cyclical Review – Hosp. Funds	Telegram		NOV 15 or as directed	CIS/DCFAP		Annual Submission CIS Admin. Instruction 19.
	(e) Cyclical Review – TD/Misc Expenditures	Telegram		DEC 15 and June 15 or as directed	CIS/DCFAP	DATT 2	