

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
66.	<u>Trade Promotion Forecast</u>						
	a) Trade Fairs and Major Missions - next fiscal year plus one	Listing	OCT 19	OCT 31	TPE	CD	Annual. Reporting format provided with Mission Plan Circ. Report to include dates, location and products to be marketed. Copy to Geo. div.
	b) Missions and Visits - next fiscal year	Telegram			TPE		As required
67.	<u>Travel</u>						
	a) Authority and Advances	EXT 354					See item 23(h)(xviii)
	b) Expense Claims	EXT 160					See item 23(h)(xix)
	c) Report on First Class travel	Letter or Telegram			ABMT	TB 370	Ad Hoc
68.	Undertaking to Repay	EXT 454					See item 23(h)(xx)
69.	Visits and Special Events	Letter			Prog. Div	PA 3.6.4	Ad Hoc. Copy BFE
70.	Visits by Distinguished Canadians	Letter			Prog. Div	PA 3.5.3	Ad Hoc. Copy Pol. Div and BFE
71.	Worker's Compensation	Form 7			ABK/ABM	LES 1&2, 4.2.12	Ad Hoc