

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	d) Record of Immigration Cost Recoveries						See item 23 h)(xiv)
36.	e) Refugee Processing Report <u>Information</u>	Telegram	1st day of month		JIMO	JID-0018 25 JAN 88	
	a) Annual Summary	Letter	APR 2	APR 15	Prog. Div	PA 3.8	Annual. Copy to BMP
	b) Mission Publications Report	EXT 181	MAR 15	MAR 31	Program Div		Annual, report of expenditures. Copy to SCS
	c) Receipt of Material	Telegram			BMP	CD	Ad Hoc. Copy to Program Division
	d) Request for Material	Letter			EMP	PA 3.3.5	Ad Hoc in response to a CD. Copy to Program Division
37.	<u>Initiative Fund, Mission</u>						
	a) Annual report	Letter	APR 15	APR 30	Prog. Div	Multiple Letter	Annual. Copy to BMP
	b) Semestrial Summary	Telegram	NOV 1	NOV 1	Prog. Div	Multiple Letter	Annual. Copy to BMP
38.	Inventory of Personal Effects	EXT 378			ABMR	FSD 15	Ad Hoc - 1 month prior to departure
39.	<u>Leave</u>						
	a) Annual Telegraphic Report on Leave	Telex	APR 8	APR 15	ABMP	Telex ABMP 1753 6 JUN 84	
	b) Leave and attendance reports	EXT 989 or GC 178			ABMP	Regs 7	Ad Hoc. Final submission due in Ottawa by mid-April for close of fiscal year
	c) Vacation Travel Assistance	Telegram			ABMA	FSD 50	Ad Hoc - 1 month prior to departure