

MON	30 MAR	TUE	31 MAR	WED	1 APR	THU	2 APR	FRI	3 APR	SAT	4 APR
<ul style="list-style-type: none"> <li>- MOTOR VEHICLES: REGISTER OF GAS COUPONS - B</li> </ul>		<ul style="list-style-type: none"> <li>- NAFTA PROCUREMENT REPORTS - D</li> <li>- FINANCE: VERIFICATION AND CERTIFICATION OF ADVANCES - B</li> <li>- FINANCE: EMERGENCY CASH PARCEL - COUNT - B</li> <li>- FINANCE: RECONCILIATION PACKAGE - B</li> <li>- FINANCE: FINEX REPORTS - B</li> <li>- OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C</li> </ul>		<ul style="list-style-type: none"> <li>- CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B</li> <li>- LEAVE AND ATTENDANCE REPORT - B</li> <li>- LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B</li> <li>- OVERTIME - B</li> <li>- ACCOMMODATION: DEFICIENCY ADJUSTMENT, REVIEW BY HOM - A</li> </ul>				<ul style="list-style-type: none"> <li>- EDUCATION ALLOWANCE: DOCUMENTATION REQUIRED TO ESTABLISH MISSION EDUCATION CEILING - A</li> </ul>			
										EVENING	
										SUN	5 APR
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub