

MON	29 NOV	TUE	30 NOV	WED	1 DEC	THU	2 DEC	FRI	3 DEC	SAT	4 DEC
		<ul style="list-style-type: none"> <li>- OCCUPATIONAL HEALTH AND SAFETY: MINUTES - <b>C</b></li> </ul>		<ul style="list-style-type: none"> <li>- FINANCE: VERIFICATION OF CASH ACCOUNT OR PETTY CASH ADVANCE - <b>B</b></li> <li>- CURRENCY CONVERSION: MONTHLY REPORTS - <b>B</b></li> <li>- LES: PAY LIST FOR LOCALLY-ENGAGED CANADIANS - <b>B</b></li> <li>- LES: SALARY DEDUCTION SHEET FOR LOCALLY-ENGAGED CANADIANS - <b>B</b></li> <li>- OVERTIME - <b>B</b></li> <li>- LEAVE AND ATTENDANCE REPDR - <b>B</b></li> </ul>				<ul style="list-style-type: none"> <li>- FINANCE: REMITTANCE STATEMENT - <b>B</b></li> <li>- FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - <b>B</b></li> <li>- TECHNICAL SECURITY: CERTIFICATE OF DESTRUCTION - <b>C</b></li> </ul>			
										EVENING	
										<b>SUN</b>	5 DEC
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

**A** = As required reports    **B** = Reports which ALL missions must provide on a regular basis    **C** = Reports which small missions are NOT expected to complete