

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(iii) Financial Assistance (CSP)	EXT 35	5th working day of month	10th working day of month	MFFP	CI 2	
	(iv) Hospitality Expenses	EXT 904	"	"	"	PROT 9	
	(v) Long Distance Telephone	CGSB 33A	"	"	"		
	(vi) Medical Expenses Advance	TB 330-18	"	"	"	FSD 38	
	(vii) Official Receipt	EXT 25	"	"	"	FM 24.4	
	(viii) Pay List (LES)	EXT 201	"	"	"	LES 4.3.1	
	(ix) Petty Cash	EXT 290	"	"	"	FM 23.5	
	(x) Record of Fees Received - Passport and consular services	EXT 119	"	"	"	FM 23.13	
	(xi) Record of Immigration Cost Recoveries	EXT 1203	"	"	"	FM 23.16	
	(xii) Headquarters Payment Voucher	EXT 1369	"	"	"		
	(xiii) Statement of Accounts Receivable	EXT 939	"	"	"	FM 23.16.7	
	(xiv) Travel Authority and Advance	EXT 354	"	"	"	HR 11	
	(xv) Travel Expenses Claim	EXT 160	"	"	"	HR 11/FSDs	
	(xvi) Promise to repay	EXT 454	"	"	"	CI 2	
B	(g) Remittance Statement	EXT 412-1	Once per week or as per diplomatic bag schedule		MFFP	FM 23.12.5	Original and cheques/cash to MFF. Copy and official receipts on Mission accounts.
B	(h) Telegraphic Input Financial Data	Telegram	As pages of EXT 412-1 completed or once a week		MFFR	CDCS Instr. 30, 15 FEB 88; Tel MIT-4419, 19 MAY 88	All missions except FMOs (Bonn, London, Paris, Tokyo, Washington) (Minimum report once a week) Telegraphic address for report: FMSOTT.

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