

## LARGER MISSIONS

### REPORTS NO LONGER REQUIRED FROM ALL MISSIONS\*

COMMUNICATION SERVICES EXPENDITURES  
MONTHLY TRAFFIC REPORT  
HOSPITALITY ANNUAL REPORT  
MISSION INITIATIVE FUND  
REPORT ON ACCEPTANCE OF TRANSPORTATION  
AND ACCOMODATION BENEFITS  
HOTELS-INFORMATION  
REPORT ON FIRST CLASS TRAVEL  
INTERIOR PHOTOS AND FLOOR PLANS  
OPERATING REPORT RECAP  
OPERATIONAL RECORDS ON VEHICLES  
ANNUAL RISK AND THREAT ASSESSMENT  
MISSION PERIODIC RETURN

### REPORTS TO BE DELETED FROM THE MISSION DIARY AS THEY ARE NOT A MISSION RESPONSIBILITY

CDCS EL INTALLATION REPORT  
CDCS EL MAINTENANCE REPORT  
BAD RECORD REPORT  
ACTING ASSIGNMENT  
GRIEVANCES

### REPORTS WHICH SHOULD BE SIMPLIFIED AND/OR HAVE THEIR FREQUENCY CHANGED

CONSULAR REPORT  
REGISTRATION OF CANADIANS (ROCA)  
MONTHLY REGISTER OF PASSPORT SERVICES  
MISSIONS PASSPORT/LABEL INVENTORY  
FINANCIAL FORECASTS (SMALL MISSION ONLY)  
VERIFICATION OF CASH ACCOUNT OR PETTY CASH  
MISSION MANAGEMENT PLAN (SMALL MISSIONS ONLY)  
LOCALLY-ENGAGED STAFF-SALARY FORECAST (SMALL MISSIONS ONLY)  
PRICE INCREASE INFORMATION (SMALL MISSIONS ONLY)  
COLLECTION OF SHELTER SHARES  
EDUCATION ALLOWANCE CEILING\$ AT MISSIONS ABROAD  
EDUCATION ALLOWANCE CLAIM-AWAY FROM POST  
EDUCATION ALLOWANCE PROPOSAL-AWAY FROM POST  
FOREIGN LANGUAGE TRAINING  
LES ADMINISTRATION  
APPRAISAL REPORTS  
COMPENSATION SURVEY  
MEAL RATE SURVEY  
MISSION REPORT  
APPOINTMENT OF OFFICER RESPONSIBLE FOR THE PROGRAM  
AND RESPONSE TO OFFICIAL LANGUAGE QUESTIONNAIRE  
REPORT ON OFFICIAL LANGUAGE TRAINING  
RELOCATION CHECKLIST  
HARDSHIP RATING REPORT  
CROWN ACCOMMODATION STATEMENT  
PRIVATE ACCOMMODATION STATEMENT  
APPLICATION FOR DEFICIENCY ADJUSTMENT  
LEASES  
PHREDS STATEMENTS  
WORK OF ART INVENTORY  
DISPOSAL FORM FOR MATERIAL ASSETS  
DISTRIBUTION ACCOUNTS  
ACCIDENT REPORT  
REGISTER OF GAS COUPONS  
EMERGENCY EVACUATION DRILLS AND STAFF TRAINING  
FIRE INSPECTION REPORT  
COMBINATIONS-LOCK (SMALL MISSIONS ONLY)  
PERSONAL SAFETY CONTINGENCY PLAN

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