

MON	31 MAR	TUE	1 APR	WED	2 APR	THU	3 APR	FRI	4 APR	SAT	5 APR
EASTER MONDAY		<ul style="list-style-type: none"> <li>- CURRENCY CONVERSION: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - B</li> <li>- CURRENCY CONVERSION: MONTHLY CURRENCY - EXCHANGE RATE REPORT BY EMPLOYEES - B</li> <li>- LEAVE AND ATTENDANCE REPORT - B</li> <li>- LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B</li> <li>- OVERTIME - B</li> </ul>				<ul style="list-style-type: none"> <li>- COMMUNICATIONS SECURITY: CERTIFICATE OF DESTRUCTION - A</li> </ul>		<ul style="list-style-type: none"> <li>- EDUCATION ALLOWANCE: DOCUMENTATION REQUIRED TO ESTABLISH POST EDUCATION CEILING - A</li> <li>- ACCOMMODATION: DEFICIENCY ADJUSTMENT, REVIEW BY HOM - A</li> </ul>			
										EVENING	
										<b>SUN</b>	6 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	
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SCBA/SXIS			MISSION DIARY 1996 / 1997		