

EXTERNAL REPORTS

<u>Report Title</u>	<u>Reference</u>	<u>Departmental Due date</u>
Property Furnished to Non-Federal Recipients	101-43-4701 (c)	December 15
Motor Vehicle Data for Domestic/Foreign Fleet (SF-82) (Revised 7-99)	101-38.9	December 1
Senior Federal Official Travel Report	101-37.408	May 1 & Nov 1
Contract/Rental/Charter Aircraft Cost and Utilization	101-37.504	December 15
Motor Vehicle Expenditure Report	OMB Circular A-11	Late August (Submission date depends on instructions in OMB Circular A-11)
Alternative Fueled Vehicle Report	OMB Circular A-11	Late August (Submission date depends on instructions in OMB Circular A-11)
Exchange/Sale of Personal Property	101-46.305	Determined by notice from GSA

Internal Reports

Inventory of Accountable Personal Property	103-27.5303	November 15
Personal Property Management Version 1.0 CD-ROM Certifications (New Report)		December 1
Logistics Best Practices Report	103-1.5011	Nov 30, 2000