		Administrative Procedure
		Staff Meeting Expenses
Sask DLC	**Department:**	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**March 9, 2026**
	Revision Date(s):	**June 2, 2026**
	Review Date:	
	External References • *The Education Act, 1995* • *The Financial Administration Act, 1993* • *The Purchasing Act, 2004* • *Financial Administration Manual (FAM) Policies* • *Government of Saskatchewan Procurement Guidelines, 2022*	
	Internal References • *Staff Meeting Expense Approval Form* • *Out-of-Province/Country Travel AP* • *Travel and Expense Reimbursement AP* • *Purchase of Goods and Services AP*	

Purpose

This administrative procedure establishes guidelines for approval, documentation and reimbursement of staff meeting expenses.
For the purposes of this procedure, a **staff meeting** is a prearranged, formal gathering of Sask DLC employees convened for a specific business purpose. This may include strategic planning sessions, professional development and training events, conferences or meetings involving external stakeholders. These gatherings typically require advance planning, have a formal agenda, may span several hours or a full day and may bring together employees from different locations.

Scope

This procedure applies to all Sask DLC employees who organize or convene staff meetings, incur expenses for refreshments, meals or meeting-related costs and process or approve staff meeting expense claims.

Policy Statement

- Sask DLC staff meeting expenses must comply with applicable Government of Saskatchewan Treasury Board policies, Provincial Comptroller's directives and Government of Saskatchewan procurement principles, guidelines, applicable legislation and trade agreements.
- Sask DLC recognizes that staff meeting expenses must be necessary, reasonable, properly authorized and fully documented. All expenses must serve the purposes of Sask DLC and demonstrate prudent use of public resources.

Procedures:

1. A prior approval is required when anticipated staff meetings costs are above $1,000 and the staff meeting involves the following:
    a. travel beyond the employee's regular work location, including out-of-province/country travel;
    b. overnight accommodations;
    c. catering, meals or refreshments provided to attendees; or
    d. external speakers, facilitators or contractors.

2. The staff meeting organizer must initiate a prior approval request that includes:
    a. A completed Staff Meeting Approval Form with clearly outlined purpose of the staff meeting, location, agenda, list of Sask DLC attendees, anticipated number of meeting attendees and accurately estimated staff meeting costs. If out-of-province/country travel is required, the purpose, destination, duration and estimated expenses must be clearly documented in accordance with the Out-of-Province/Country Travel AP; and
    b. Supporting documentation, such as quotes or pricing information as per Purchase of Goods and Services AP, if applicable.

3. Prior Approval:
    a. Approval must be obtained from the appropriate authority based on estimated costs, as outlined in the approval table below, prior to incurring any staff meeting expenses. If out-of-province/country travel is required, such requests must be approved by the Sask DLC Board as per the Out-of-Province/Country Travel AP.

Estimated Staff Meeting Expenses	Approval Authority
$1,000 - $5,000	Employee's Director or Campus Principal
Over $5,000	Employee's Executive Director, Superintendent, Vice-President Corporate Services or CEO
Any amount involving out-of-province travel	Sask DLC Board
Any amount involving out-of-country travel	Sask DLC Board

    b. Verbal or retroactive approvals are not acceptable except in documented emergency circumstances.
    c. The person organizing the meeting and incurring the expense must not be the same person who approves the expense. Proper segregation of duties must be maintained.

4. General Principles
    a. Incurring staff meeting expenses with public funds should not be a regular occurrence.

b. Staff meeting costs must be minimized by selecting the most economical option that meets business needs. The costs associated with the staff meeting are borne by the sponsoring Department.

5. Meal Provisions
    a. Meals should be brought into the meeting location rather than employees dining out at restaurants. Meal costs should align with Government of Saskatchewan approved rates (see Appendix A) wherever practicable. In circumstances where alignment is not feasible, these rates should be used as a guideline, with all costs remaining reasonable and justifiable.

6. Travel and Accommodations Requirements
    a. If a staff meeting requires out-of-province travel, employees must follow authorization process and guidelines as outlined in the Out-of-Province/Country Travel AP.
    b. When staff meetings require overnight stays, they are considered business travel and must comply with the Travel and Expense Reimbursement AP in addition to this procedure.
    c. Accommodation expenses may be reimbursed when staff members are required to attend staff meetings and:
        i. the meeting location is a significant distance from the employee's headquarters, making commuting impractical or not cost-effective;
        ii. multi-day staff meetings necessitate overnight stays away from employee's normal work location; or
        iii. weather, road conditions, or safety considerations make same-day travel inadvisable.
    d. Actual hotel costs with receipt are reimbursable for both in-province and out-of-province travel. Employees should request government rates (within Saskatchewan) and seek economical options. Group rates should be negotiated when possible. Business-related incidental charges (internet, parking) are reimbursable; personal items (movies, mini-bar, room service, laundry) are not.

7. Non-reimbursable Expenses
    a. The following expenses are not reimbursable under staff meeting expenses:
        i. Alcoholic beverages of any kind, or any illicit or recreational substances;
        ii. Elaborate meals or catering exceeding approved Government of Saskatchewan rates;
        iii. Restaurant dining for staff-only meetings;
        iv. Entertainment or social activities;
        v. Gifts for employees; and
        vi. Meals or refreshments at social events, celebrations or retirement parties.
    b. Employees who are travelling to attend staff meetings where meals are provided by Sask DLC are not permitted to claim per diem or meal allowances for those meals under the Travel and Expense Reimbursement AP. Only meals not provided at the meeting may be claimed. Personal dietary preferences do not justify meal claims when Sask DLC provides meals.

8. Documentation
    a. Employees involved in organizing staff meetings and incurring staff meeting expenses are responsible for maintaining records through the process. All documentation must be:

i. Complete and include all relevant details.
ii. Organized and stored securely.
iii. Submitted promptly to appropriate approvers for review and record-keeping.

b. All staff meeting expense claims in the Finance system must be supported by the executed Staff Meeting Expense Request Form and original and itemized receipts. The receipt should include details such as date, vendor name, description of goods or services and the amount paid.
c. All claims submitted in the Finance system for reimbursements must adhere to the principles of accuracy, authenticity and prudence. Only accurate, verified claims that meet the reimbursement requirements will be approved.

9. Invoicing and Reimbursement
    a. Invoices must be processed in accordance with the Purchase Goods and Services AP.
    b. Employees claim staff meeting expense reimbursements by submitting an employee expense form with supporting documents through the Finance system in accordance with the Travel and Expense Reimbursement AP.

10. Roles and Responsibilities
    a. Vice President of Corporate Services:
        i. Ensure the Staff Meeting Expenses Administrative Procedure aligns with Sask DLC's financial controls and regulatory requirements.
        ii. Monitor organization-wide compliance with the policy and procedures to promote consistency and transparency.

    b. Executive Director of Finance, Planning and Human Resources:
        i. Ensure the policy and procedures support sound financial management, budgeting and fiscal responsibility.
        ii. Provide strategic leadership on policy updates to align with organizational priorities and emerging needs.

    c. Department Heads:
        i. Ensure departmental staff meeting expenses comply with the administrative procedure.
        ii. Provide feedback on the policy and procedures, recommending improvements based on departmental experience.
        iii. Ensure staff meeting expenses are within their budget allocation and meet the needs of their division.

    d. Meeting Organizer/Claimant:
        i. Obtain pre-approval from the approver before committing funds for staff meeting expenses.
        ii. Only incur expenses that are necessary for Sask DLC business purposes.
        iii. Retain original documentation to support reviews, requests for reimbursement and record keeping requirements.
        iv. Obtain proper approval for all expense claims.

v. Submit any claims for expense reimbursements in the Finance system before the stipulated date.
vi. Refrain from claiming per diem or meal allowances for meals provided by Sask DLC at meetings.

e. Approver:
    i. Ensure that the expenses have been incurred for Sask DLC business purposes and are reasonable.
    ii. Ensure that expenses claimed include all appropriate documentation and are in accordance with this procedure.

f. Finance Department:
    i. Review meeting expense claims to ensure claims have been properly approved.
    ii. Ensure expense reimbursements comply with this procedure and applicable legislation.
    iii. Monitor claims for compliance with this administrative procedure and return any non-compliant claims to the person authorizing the claim for follow-up.
    iv. Ensure employees do not receive duplicate reimbursement through per diem and meeting-provided meals.

11. Exceptions:
    a. Sask DLC reserves the right to make exceptions of these administrative procedures in exceptional circumstances. Requests for exceptions must be brought forward for review to the Vice-President Corporate Services or the CEO.

Definitions:

Staff Meeting: For the purposes of this procedure a staff meeting is a prearranged gathering of Sask DLC employees for business consultation, discussion, training or strategic planning. An eligible staff meeting is distinguished from an ordinary or routine staff meeting because it is formal and serves a specific non-recurring business purpose. For example, a staff meeting may be a conference, training session, professional development event, strategic planning session, retreat, or meeting with external stakeholders. It requires advance planning, has a formal agenda, may last several hours or a full day, may be held away from employees' regular work locations and involves personnel who may need to travel significant distances.

Ordinary/Routine Staff Meeting: Regular, recurring meetings of staff (e.g., weekly team meetings) held during regular working hours.

Refreshments: Light items provided to support productive meetings, including coffee, tea, soft drinks, juices and nutritional items.

Meals: Breakfast, lunch, or dinner provided when meetings extend over the meal hour and it is essential that business discussions not be interrupted.

	Appendix A -	
	Government of Saskatchewan Approved Meal Rates	
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	
	Revision Date(s):	
	Review Date:	
	External References • *Public Service Commission HR Policies – PS 601-2 In province Expenses*	
	Internal References • *Travel and Expense Reimbursement AP*	

Approved Meal Rates – Effective July 14, 2024

Meal Period	In Province Approved Meal Rate
Per Diem	$70.00 per day
Breakfast	$16.00 per day
Lunch	$23.00 per day
Supper	$31.00 per day

Note: These rates include GST, PST, and gratuities. Rates are updated periodically by the Government of Saskatchewan and are referenced in the PS 601-2 In-Province Expenses.

Important: Employees who are provided meals at Sask DLC meetings cannot claim per diem or meal allowances for those same meals under the Travel and Expense Reimbursement AP. Only meals not provided by Sask DLC may be claimed.