Staff Meeting Expense Request Form

For Meeting Organizers

Approved: March 2026

Purpose: Complete this form if you are organizing a staff meeting, as per the Staff Meeting Expense AP. Once approved, keep this form with your records and attach it to any expense claims submitted for reimbursement.

Refer to the Staff Meeting Expense AP for the full approval process and associated roles.

1. Meeting Organizer

Employee Name:	
Department / Campus:	
Position / Title:	

2. Meeting Details (*only one entry required for a series of related meetings*)

Meeting Title:	
Meeting Date(s):	
Meeting Type: *e.g., planning session, conference, external stakeholders*	

Meeting Location:	☐ In Province ☐ Out of Province ☐ Out of Country
Venue:	
City:	
Province / Country:	

Number of Sask DLC employees attending:	

List of anticipated Sask DLC attendees:
List names below or attach a separate list.

Will overnight accommodation be required for any attendees?	☐ Yes ☐ No

3. Estimated Costs

Provide estimated costs for each applicable expense category. Follow applicable Purchase of Goods and Services procedures based on total value.

Expense Category	Details	Estimated Cost ($)
Meals		
Refreshments		
Accommodation (# rooms, # nights)		
Travel Costs		
Materials / Supplies		
Venue / Room Rental		
Other (specify in Details)		
Total Estimated Cost		

4. Budget Information

General meeting organization costs — such as room booking, catering, printing, and AV equipment — will be charged to the organizing department's budget. Individual employee costs — such as travel and accommodation — will be charged to each employee's own department budget.

Anticipated Cost Centre (Department) for general meeting organization costs:	
Department and Division Coding for general meeting organization costs:	

5. Pre-Approval Checklist

☐ This request meets one or more of the following pre-approval thresholds:

- *In-province meeting with total estimated cost above $1,000; or*
- *Staff meeting with out-of-province or out-of-country travel of any amount.*

☐ This is not an ordinary or routine staff meeting.

☐ Organizing this meeting and processing related expenses will align with the relevant administrative procedures:

Staff Meeting Expenses AP, Out of Province/Country Travel AP,
Travel and Expense Reimbursement AP, Purchase of Goods and Services AP.

☐ Supporting documents are attached as required.

e.g., agenda, participant list, quotes, out-of-province/country travel request.

6. Approvals

Approval authority is based on total estimated cost and meeting location:

- $1,000–$5,000 (in-province): Director or Campus Principal
- Over $5,000 (in-province): Executive Director, Superintendent, VP Corporate Services or CEO
- Any amount (out-of-province or out-of-country): Sask DLC Board

Role	Name (Print)	Signature	Date
Meeting Organizer (Requestor)			
Director / Campus Principal ☐ Recommend ☐ Not Recommend ☐ Approved			
Executive Director / Superintendent / VP / CEO (if required) ☐ Approve ☐ Deny			
Sask DLC Board (Out-of-Province / Country Travel) ☐ Approve ☐ Deny			

7. Approver Comments (if applicable)