



Divisional Meeting Approval Request Form

This form is used to request and obtain approval for Divisional Meetings. All requests require endorsement by the applicable EC member prior to review and approval of the Senior Vice President, Chief Financial Officer (CFO). Please note that Divisional meetings are typically limited to one per fiscal year.

Submit completed form and supporting documentation via Finance Inquiries & Requests Support (FIRS); Select AP/FIO>Business Travel, Hospitality & Meetings>Pre-Approval for Expenses relating to Divisional Meetings.

Proposed Meeting Dates(s):	Submission Date:	Division Hosting:
Business Meeting Attendees: Complete list on page 2		
Date of Last Divisional Meeting:		
Purpose of the Meeting:		
Meeting Requirements		
External media: Yes No Provide rationale:	Goods/services provided to OLG free of charge: Yes No Provide details: (i.e. what was donated, estimated value, rationale for donation)	Travel Required: Yes No Number of employees incurring travel costs:
Breakdown of "Estimated Costs"		
Estimated Travel Expenditure	Estimated Cost	Cost Per Attendee Number of Attendees:
External Media		
Venue		
Flights / Rail		
Accommodations		
Meals		
Other		
Total Estimated Costs		

Prepared By	Date
EC Approval	Date
CFO Approval	Date

Business Meeting Attendees List:

[illegible]