**Guidelines for CP Mediators**

**Requesting Approval for Miscellaneous (Non Travel) Costs/Items**

Many situations arise that require expense approval from the CPM program *prior to proceeding* with mediation. Some examples include co-mediation, refreshments in excess of $40, and extra room bookings where shuttle mediation is indicated. We want to respond quickly to these requests while ensuring consistency in our response to the various approvals.

Requests requiring approval include but are not limited to:

* Co-Mediation;
* Additional funding for food, room rentals, etc.;
* Additional support to families; and
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract provisions (Master Standing Offer - Schedule B) require written approval from the CPMP ***prior to*** the mediator commencing any services or incurring any expenditure over what is outlined in the SO.

**Please note:** some requests for approval may be declined; therefore it is important that mediators not commit to any services or expenditures until APPROVAL is received.

**To initiate a request for preapproval,** please contact **Joan Braun** at **Joan.Braun@mediatebc.com** and include thefollowing information:

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| **MEDIATOR NAME:**  **Request Details:**   * Reason for the request. * Alternatives considered. * Date of mediation or date approval is required. * Estimated additional cost, if applicable. * Suggested plan, if applicable. * Any additional information that would aid in the approval process, such as whether domestic violence is indicated, location concerns etc. |

For travel preapproval requests, please use the Request for Travel Preapproval form. If you do not have this form already it can be obtained by emailing cpadmin@mediatebc.com.