



## Officials Guidelines

### Booking Travel and Hotels:

Please be mindful that the Synchro BC budget for Officials is very limited and covers all meets, training and conferences for the year, for travel, accommodation, and per diems.

When you have committed to attending a meet:

- Consider being billeted** or staying with a friend or relative if at all possible.
- Watch for seat sales on airlines if you must fly.
- Book flights well in advance to get the best price possible.
- Let the BCOMT Panel Judge know if you will need a hotel room, as early as possible.

When the hotel rooms have been booked by Synchro BC, the Panel Judge will be informed of the confirmation number and this will be sent out to all judges requiring a room, along with the address and phone number of the hotel.

If for any reason you are unable to attend the meet at the last minute, please **call and cancel the room** yourself. Most hotels require us to give a list of names of those staying in a group booking. The hotel is usually booked under Synchro BC.

With people coming and going from meets, getting things ready, etc, phone calls often get missed. A room not cancelled needs to be paid for. This is not an expense Synchro BC will cover.

### Expense Sheets:

Please have your expense sheets filled out and submitted within 4 weeks. Saving them all to the end of the year makes things very difficult to sort through. The dangerous part of doing this would be – there may be no more money left in the budget!!

Please use the expense form and fill out all pertinent areas. Please include who you roomed with, as what we sent to the hotel often changes once you all get there.

Also, please **include your address and print clearly**. Yes, we can look it up but that takes time, much more efficient to have it on the form in front of us.

Also, we require the original receipts please. We can get things started with faxed copies, but the cheque won't be sent until we receive the originals in the mail. This is for accounting purposes, the auditors require originals.

Thank you for your consideration, every little bit helps us in the office get things done as efficiently as possible. Please be patient and remember I am only in the office once a week so sometimes things take awhile to get done. Not having to search out details really helps speed things up.