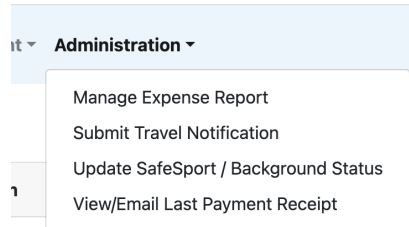


Expense reports – Referee Mentors / Coaches – On field (Game Day) Mentoring

This process is for adding expenses that are not directly related to formal Evaluations (Assessments), which generate their own expense report on completion of the evaluation form or courses where the attendees register through OMS to attend.

Log in to the Colorado OMS Portal (<https://coloradoreferes.omgtsys.com/MemberLogin.aspx>)

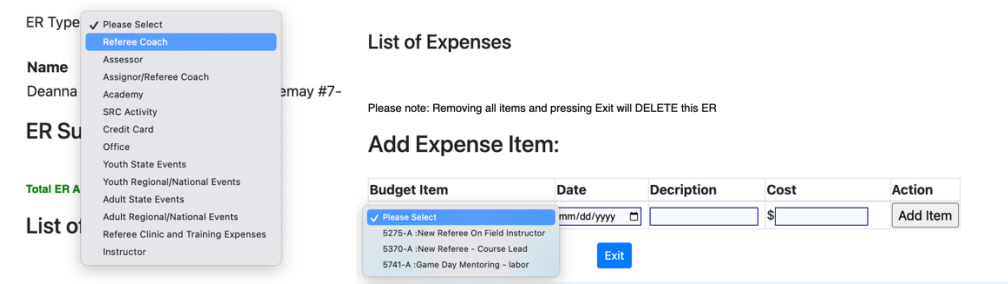
Click on Administration and this dropdown menu should appear



Click Manage Expense Report

Then click **Create New Expense Report**

From the ER type drop down menu, select Referee Coach



List of Expenses

Please note: Removing all items and pressing Exit will DELETE this ER

Add Expense Item:

Budget Item	Date	Description	Cost	Action
<input type="checkbox"/> Please Select	mm/dd/yyyy		\$	Add Item
<input type="checkbox"/> 5275-A :New Referee On Field Instructor				
<input type="checkbox"/> 5370-A :New Referee - Course Lead				
<input type="checkbox"/> 5741-A :Game Day Mentoring - labor				

Exit

Put your hours in the description along with the location/event (as applicable) and then the fee adjustment will be made by Scott or Deanna when the ER is processed.

For pre-approved mileage, enter the miles and the system will calculate the total reimbursement.