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://coloradoreferees.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

ER Type	Please Select Referee Coach		List of Expenses				
Name	Assessor Assignor/Referee Coach						
Deanna	Academy	emay #7-					
	SRC Activity		Please note: Removing all items and	pressing Exit will D	ELETE this ER		
ER Su	Credit Card		Add Expense Item:				
	Office						
	Youth State Events						
Total ER A	Youth Regional/National Events		Budget Item	Date	Decription	Cost	Action
	Adult State Events						
List of	Adult Regional/National Events		✓ Please Select	mm/dd/yyyy		\$	Add Item
LISCO	Referee Clinic and Training Expenses		5275-A :New Referee On Field Instructor				
	Instructor		5370-A :New Referee - Course Lead	Exit			
			5741-A :Game Day Mentoring - labor				

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.