Direct Bill Hotel Room Reservations Process

After confirming that your team has either budgeted or received the necessary funds to pay the hotel amount, and you have negotiated the best pricing for a nonprofit/sports event or Special Olympics, you have three options:

OPTION 1 – Personal Credit Card for entire booking

- ☐ **Reserve:** Reserve rooms using a personal credit card.
- ☐ **MAKE SURE:** to use either **your name** or the **team name** placed on the reservation and all billing information, before ANY mention of Special Olympics or SOMT.
- ☐ **Adjust:** Remember to adjust the number of rooms in the reservations after athletes scratch so you only pay for the rooms needed.
- ☐ **Submit:** Submit for reimbursement to your Area Finance Coordinator:
    - Attach request for Reimbursement Form.
    - Attach final folio room invoice.
- ☐ **Reimbursement:** You will be reimbursed via check or bill payment if applicable in your area. The Area process takes approximately 2-3 weeks if checks are mailed. The charged/reimbursed amount will be deducted from the team's account.

OPTION 2 – Special Olympics Credit Card Room Hold with Team paying by check

- ☐ **Reserve**: Reserve rooms and ask if a Sales Contract is required. This will include the following information:
    - Check in/out dates
    - Number of rooms
    - Approved rates.
- ☐ **Contract**: Send Sales Contract to your **area finance coordinator**.
    - Specify your **team's name and state event** attending. DO NOT put only Special Olympics MT or SOMT!
    - Copy/CC your Area Director and Assistant Area Director unless instructed otherwise.
    - Save/print contract to submit to finance coordinator for their records.
- ☐ **Credit Card Authorization (if required)**: Once you have the signed contract, fill out the Credit Card Authorization Form and contact a Special Olympics staff person who has a credit card to complete the process. This **must be completed before or by the day final registrations are due** to the sports department.
    - Options:
        - Outreach Coordinator
            - Note: Credit limit does not need to cover cost, just hold the rooms.

- Other SOMT Staff starting with either Sherry Rudolph or Rae Smith
  - Send the completed contract and credit card authorization to the hotel point of contact.
- ☐ **Request Check a minimum of 2 weeks prior to event**: Once the scratch list comes out/you finalize rooms OR by the hotel's rooming list deadline, email the total number of rooms and confirmed **amount total due** to your Finance coordinator. A check will be processed and sent to either the hotel or the LPC, whichever is specified. This amount will be deducted from the team's account.
- ☐ **Final Paperwork**: The **finance coordinator must receive the hotel room folio/documentation** for each room for the Montana state auditor annually. This can be printed or emailed to you at checkout from the front desk.

OPTION 3 – Special Olympics Credit Card Room Hold with Hotel Direct billing to Area Finance.

- ☐ **Reserve**: Reserve rooms and ask if a Sales Contract is required. This will include the following information:
  - Check in/out dates
  - Number of rooms
  - Approved rates.
- ☐ **Contract**: Send Sales Contract to your **area finance coordinator**.
  - Specify your **team's name and state event** attending. DO NOT put only Special Olympics MT or SOMT! It's helpful to add your name as point of contact in case the finance coordinator has questions.
  - Copy/CC your Area Director and Assistant Area Director unless instructed otherwise.
  - You will receive a copy of the completed contract which you then forward to your hotel point of contact. The finance coordinator also retains a copy.
- ☐ **Credit Card Authorization (if required):** Once you have the signed contract, fill out the Credit Card Authorization Form and contact a Special Olympics staff person who has a credit card to complete the process. This **must be completed before or by the day final registrations are due** to the sports department.
  - Options:
    - Outreach Coordinator
      - Note: Credit limit does not need to cover cost, just hold the rooms.
    - Other SOMT Staff starting with either Sherry Rudolph or Rae Smith
  - Send the completed contract and credit card authorization to the hotel point of contact.
- ☐ **The Area/Finance Coordinator is invoiced:** No check will be required; the hotel will bill/invoice the final folio bill after check-out via email or mail. The finance coordinator deducts the final bill amount out the team's account and pays the hotel directly.