



Online Request for OSAA Playoff Officials Expense Reimbursement

Video Tutorial Available at <https://youtu.be/IX57RxfIS3U>

A. PLAYOFF REIMBURSEMENT PROCESS

Officials that work an OSAA State Championship event (playoff) are reimbursed expenses through their local officials association. The process is completed online following these steps:

1. The OSAA assigns a playoff contest to a local officials association.
2. The assignment appears as a reimbursement record on the OSAA Commissioner Dashboard.
3. The Commissioner enters information relating to each expense: round-trip miles, meals, etc.
4. The Commissioner then submits this information electronically.

B. ACCESSING THE COMMISSIONER DASHBOARD

Commissioners can access their OSAA Commissioner Dashboard by logging into their OSAA website account (same account used to submit online ejection reports). For support on accessing your account, contact Gibby Reynolds, OSAA IT Systems Administrator at gibbyr@osaa.org or call (503) 682-6722 x228.

After you log in, you are automatically redirected to your “My Account” page with your dashboard. You can always return to the “My Account” page by clicking the link in the blue navigation bar at the top of every OSAA webpage.

OSAA Commissioner Dashboard + New Ejection Report

Officials Association

Your account is currently linked to the following local officials association as the Commissioner: Lower Columbia Football Officials Association

Ejection Reports

Reimbursements

Schools

OSAA Playoff Reimbursements

4 Records **Total: \$1,621.00**

Instructions
 The table below shows OSAA Playoff reimbursement entries for your officials association. You can edit and resubmit an entry as many times as necessary until the submission deadline.

» [Online Playoff Reimbursement Instructions](#)
 » [Summary Report](#)

Submitted?	ACT	Round	Date	Contest	Rate	Miles	Total	Action	
✓	11/22/16 2:43pm	FBL	First	Fri 11/4	Gladstone @ Astoria	5 × Official	106	\$408.00	CLOSED
✓	11/22/16 2:44pm	FBL	First	Fri 11/4	Pleasant Hill @ Rainier	5 × Official	14	\$347.50	CLOSED
✓	11/22/16 2:46pm	FBL	First	Sat 11/5	St. Paul @ Knappa	5 × Official	106	\$375.50	CLOSED
✓	11/22/16 2:47pm	FBL	Quarterfinal	Fri 11/18	Beaverton @ Clackamas	5 × Official	120	\$490.00	CLOSED

List of Reimbursements

C. VIEWING PLAYOFF REIMBURSEMENT ENTRIES

The table at the bottom of your dashboard displays a list of OSAA playoff reimbursement entries. Each row represents an OSAA assignment or partial assignment. Commissioners are asked to provide additional information to account for reimbursements factors that vary: mileage, meals, and/or names of officials.

Only playoff expenses for OSAA State Championship events are reimbursed. League playoffs or play-in contests are billed directly to the host school. Some contests may have multiple records. For example, volleyball contests have different rates, "2 x Official" and "2 x Line Judge" which will display as two rows for the same contest, as will soccer, "3 x Official" and "1 x Fourth Official" – two rows for the same contest.

Yellow check marks in the "Submitted?" column indicate that no information has been submitted, yet. A green check mark indicates that the Commissioner has provided additional information. Each sport has an identifier, "ACT", which can be useful for separating boys and girls contests for sports with both genders – soccer and basketball. The table below lists every activity identifier.

FBL = Football	BSC = Boys Soccer	BBX = Boys Basketball	BBL = Baseball
VBL = Volleyball	GSC = Girls Soccer	GBX = Girls Basketball	SBL = Softball

The link of team names, if known, in the "Contest" column will open up the OSAA bracket for that sport/classification. In the "Action" column, click the link to view, edit, and submit information for this entry. If the entries have been closed, no link will appear. If the contest has not been played yet, Commissioners can only view information and cannot submit until the contest is over.

D. VIEWING INFORMATION FOR A REIMBURSEMENT ENTRY

Click the "Edit/Submit" link to bring up a dialog window.

The screenshot shows a dialog window titled "View/Edit OSAA Playoff Reimbursement Record ID# 1". The window contains the following information and callouts:

- Title Bar:** "View/Edit OSAA Playoff Reimbursement Record ID# 1" with a close button (X).
- Association:** "Sport / Round Association" (callout).
- Contest Info:** "6A Girls Soccer - First Round (Sub-Round)" (callout), "Assigned to Bedrock Referees Association", "Teams" (callout), "Date/Time: Noon Sat, 10/29" (callout), "Contest Date/Time" (callout).
- Team Info:** "Away Team: West Lake", "Home Team: Bedrock".
- Fee Info:** "Fee: 6A, 5A, 4A Soccer Championship Sub-Round Official Fee", "Position: Official", "Amount: \$62.50", "Apply: 6A, 5A, 4A - Soccer - Rounds: 1, 2, QF, SF", "Year: 2016-17", "Officials Fee Information" (callout).
- Officials:** "Number of Officials: 3", "Number of Official spots that have been assigned to this association", "Game Fee: \$187.50", "Assign Fee: \$4.50", "Other Fee: \$0.00", "TOTAL: \$207.00" (highlighted in green).
- Mileage:** "Round-Trip Miles" (input field: 0___), "Mileage Fee: \$15.00", "Mileage Entry" (callout), "Enter in the total round trip miles. Round to the nearest mile. The OSAA will reimburse mileage at the rate of 50¢ per mile round trip with a minimum flat rate of \$5 per official."
- Official(s):** (input field), "Name(s) of the assigned official(s)".
- OSAA Notes:** "- -", "Notes" (callout).
- CMSH Notes:** (input field).
- Submitted:** "NOT SUBMITTED", "Updated: Fri 10/28/2016 3:31pm", "Created: Fri 10/28/2016 3:03pm", "Timestamps" (callout).
- Buttons:** "Save and Submit Button" (callout), "Save & Submit" (disabled), "Disabled if event occurs in the future", "Cancel and Close Button" (callout), "Close" (button).

E. ENTERING IN EXPENSE INFORMATION

Mileage

If mileage is allowed to be reimbursed, a textbox will appear for you to enter in the total round trip miles driven. The mileage rate for the particular sport will be displayed and the mileage amount will be updated automatically. Round miles to the nearest mile. If you do not enter in any miles, the entry will default to the minimum mileage payment of \$5.00 per number of officials. The "Mileage Fee" updates automatically.

Round-Trip Miles Mileage Fee: \$15.00
Enter in the total round trip miles. Round to the nearest mile. The OSAA will reimburse mileage at the rate of 50¢ per mile round trip with a minimum flat rate of \$5 per official.

Note: If your association has multiple records for the same contest (i.e. Line Judge or Fourth Official assigned to the same contest as Officials from the same association) then the second entry will not allow mileage to be entered and those non-primary rate officials are included in the main fee record's minimum mileage calculation.

Meals

Meals will be reimbursed based on the time of the assignment and must be confirmed by the OSAA staff prior to the contest. Reimbursement is limited to \$8.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner. Receipts are not required for meal reimbursement. If meals reimbursement is allowed, three textboxes will appear. Type in whole numbers for each meal category: breakfast, lunch, or dinner for the number of meals to be reimbursed. The number in each meal category cannot exceed the number of assigned officials. The "Meals Fee" will be updated automatically.

Meal Claims
Meal claims have been enabled for this reimbursement. Provide the number of meals to be reimbursed. Enter in whole numbers, amounts will be calculated automatically. Number cannot exceed the number of officials per meal category: breakfast, lunch, dinner.

Breakfast Lunch Dinner Meals Fee: \$0.00

Assignments

The OSAA automatically determines assignment fees based off of the number of officials at the rate of \$1.50 per official.

Lodging

When the OSAA determines that lodging is necessary, complimentary rooms will be provided based on two officials per room. If an official wishes not to share a room, there will be no reimbursement for lodging and they must make their own reservation.

Other Expenses

The OSAA staff can add in other expenses which appears as an "Other Fee".

Miscellaneous Information

The name of the officials assigned is optional, except for final or final-site assignments. Any notes from OSAA will appear in the "OSAA Notes" field. You can type in any additional notes in the "CMSH Notes" field that the OSAA staff can view.

Click the "Save & Submit" button to submit and confirm your entries (only allowed if the contest is over, you cannot submit future reimbursements).