

Best Practices to Book Hotel Rooms

FOR FRSC WEEKENDS

1. RCMs are always responsible for funding their rooms no matter what, with the exception of prior communication and approval from the FRSC Facilitator.
2. Booking your rooms:
 - Click the booking link, verify the dates are correct and fill out the requested information.
 - Credit Card is needed to book room(s).
 - If needed, the hotel can be called directly after a room is booked to prepay, including incidentals. This is useful if someone staying in the hotel room is ready to check in but isn't comfortable/able to put their own credit card on file (with a \$50 hold for incidentals).
 - Remember to put one name on each room if you are booking more than one room. You can do that at the bottom in the comment box. Usually, it's best to book each room separately with that person's name who will be staying in the room. It's less confusing for all involved.

FOR GSR ASSEMBLY / SYMPOSIUM

1. RCMs are always responsible for funding the rooms that they are staying in regardless if GSRs or members-at-large are staying with them no matter what, with the exception of prior communication and approval from the FRSC Facilitator.
2. Booking your rooms:
 - Click the booking link, verify the dates are correct and fill out the requested information.
 - Credit card is needed to book room(s).
 - If needed, the hotel can be called directly after a room is booked to prepay, including incidentals. This is useful if someone staying in the hotel room is ready to check in but isn't comfortable/able to put their own credit card on file (with a \$50 hold for incidentals).
 - Remember to put one name on each room if you are booking more than one room. You can do that at the bottom in the comment box. Usually it's best to book each room separately with that person's name that will be staying in the room. It's less confusing for all involved.
3. The RCMs are responsible for communicating with the FRSC Secretary Team for each room they are getting reimbursement for by providing a receipt and filling out the proper reimbursement form.
 - The FRSC reimburses up to 4 room nights for each Area.
 - The Delegate Team will provide the Secretary Team with a list of rooms and guests for reimbursements from the room block on Sunday morning.
 - The Treasurer will then cut a check by the end of business to the specified person as directed by the RCM with the submission of a receipt.
 - No member at large can or will get a check without the approval of the RCM from their Area or without a receipt.