

STANDARD OPERATING PROCEDURE	CODE: GR - 008		PAGE: 1 of 2
	EFFECTIVE:		UPDATE NO.: 0
	INITIATED BY: PRIMA CONSULTANT CO., LTD.		DEPT./SECTION:
	REVIEWED BY:		
	APPROVED BY:		
	SUBJECT:	OUTBOOKINGS , BOOK OUTS	

OBJECTIVE:

To ensure that the outbooking are documented

POLICY:

When a hotel has to outbook or book out to another hotel, this must be fully documented.

PROCEDURE:

1. The outbooked hotel must be of a similar standard to that being offered by the Hotel.
2. The associated costs and revenue must be fully documented on the “outbooking Form”.
3. The costs and revenue relating to the outbooking must be reflected in the same period.
4. The cost of the outbooking is to be recorded as an expense in Rooms Department.
5. In the situation where revenue is able to be collected despite the outbooking (example, from a tour operator) then this is to be recorded as rooms revenue and collected in the usual manner. There must be no off-setting of balances and recording the net amount.

Reference: Outbooking Record Form

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Chief Accountant

Date

Financial Controller

Date

Director of Finance

Date