

Kairos Check Request Form - Program Expenses

2021



Weekend, Post-Weekend, and AKT Travel Expenses

Advisory Council: _____ WK # _____ WK Dates: _____

Payee: _____ Submission Date: _____

Address: _____ Email: _____

City, State, Zip: _____ Phone: _____

Is this a reimbursement?	Type (Yes or No)	If NO, attach vendor invoice. If YES, attach itemized receipts.	
Was an advance received?	Type (Yes or No)	\$	_____ If YES, enter amount of advance

WEEKEND EXPENSES

DESCRIPTION:

Agape	\$	_____	_____
Badges	\$	_____	_____
Computers Equipment	\$	_____	_____
Decorations	\$	_____	_____
Equipment Rental	\$	_____	_____
Flowers	\$	_____	_____
Gift to Church - no facility bill	\$	_____	_____
Housing/Facility Rental	\$	_____	_____
Meals/Food	\$	_____	_____
Meetings - Team Formation	\$	_____	_____
Pictures/Photos	\$	_____	_____
Postage - Program	\$	_____	_____
Printing/Copies	\$	_____	_____
Program Materials	\$	_____	_____
Storage Space Rental	\$	_____	_____
Supplies/Paper Products	\$	_____	_____
Vehicle/Trailer Rental	\$	_____	_____
Vehicle/Trailer Rental Gas	\$	_____	_____
Other (Describe)	\$	_____	_____

POST WEEKEND EXPENSES

One & Two Day Retreat	\$	_____	_____
Reunion Expenses	\$	_____	_____
Weekly Mentoring Expenses	\$	_____	_____
Weekly Prayer & Share Expenses	\$	_____	_____

TRAINING EXPENSES

Annual Conf Mileage	\$	_____	_____
Annual Conf Registration Fees	\$	_____	_____
Annual Conf Travel & Meals Exp	\$	_____	_____
AKT Travel & Meals	\$	_____	_____
AKT Supplies / Other	\$	_____	_____
AKT Mileage	\$	_____	_____

MARKETING EXPENSES

Marketing/Promo Materials	\$	_____	_____
Newsletter	\$	_____	_____
Postage for Newsletters	\$	_____	_____

Total Expenses:	\$	_____	ATTACH ITEMIZED RECEIPTS AND ALL RELATED PROOF OF EXPENSES
Less Cash Advance:	\$	_____	
Difference	\$	_____	

Submitted by: _____ (Person Seeking Payment)

Approved by: _____ (AC Kairos Donor Coor / ACFS Model 2)

Electronic signatures are acceptable / attach email approval

send approved form and all related documentation to: STATE FINANCIAL SECRETARY

TX only send to: Advisory Council Financial Secretary