

# Event Advances

## Event Advance Request Form

Event advances can be used to cover all of the expenses needed for an event, including expenses incurred before a trip starts (i.e. visas, etc) and expenses during a trip. An advance can be received up to 60 days prior to an event's official start date. Expenses paid for with an event advance are subject to the guidelines on [Allowed Event Expenses](#).

If an employed Reliant missionary at an event chooses to reimburse an event expense rather than use the event advance, Reliant's Accountable Reimbursement Plan policies will take precedence over event spending guidelines.



For instructions on how to add your approval to the form see [Approval for Google forms](#).

## Request Limits

- For events where participants have raised funds to cover expenses, the amount of the advance should be respective to amount raised, reasonable per participant and length of trip, or as agreed upon with Reliant. The Event Finance Administrator can decide whether to request the full amount needed up-front, or if the amount should be disbursed over several payments if the event will last for multiple months.
- For events where participants have paid a fee to attend and if the event is longer than one month, the Event Finance Administrator may request up to \$5,000 per disbursement, or as agreed upon depending on the event.
  - If multiple disbursements are needed, Reliant will not send additional funds until there is a full reconciliation provided of the outstanding amount.
- For extenuating circumstances where additional funds are needed but the reconciliation can not yet be done, please contact the Reliant Events Department. It could be possible for Reliant to directly pay for emergency expenses.

## Deciding what amount to request for event advance

Keep in mind when requesting your event advance we want you to aim high. If your partner church/network is covering deficit go ahead and request more than you need to prepare for unexpected expenses/emergencies so that you have plenty of money on hand. You will be returning what you do not use. We would rather you be prepared with extra than to not have enough.

As you are deciding what amount you need to request, consider these things.

- You can review your event participant gifts to know how your event fundraising is going to know if your budget needs to be adjusted. You can always ask your participants to pay their remaining fundraising goal out of pocket to ensure that they reach their goal. You can also ask your partner church/network to confirm they will make up for a deficit if needed.
- Please consider what purchases are reasonable and necessary (and budgeted) expenses when thinking through your request amount.
- Your flight has already been paid for so you do not need to include that in your amount.
- Anything that has been purchased for already you by Reliant would not be included in that amount. (See [Event purchases prior to receiving event advance](#).)
- Make sure to include in your calculations of how much you have left in your budget by subtracting the Reliant fees: admin fee, credit card fee, insurance costs, and background checks if those were done by Reliant. Your expected Reliant fees based on your fundraising goals can be found on the fundraising goal form.

## More Information

- [Event purchases prior to receiving event advance](#).
- [Allowed Event Expenses](#)
- [Reporting Expenses](#)
- [Leftover Funds](#)

(See also [Event Finance Information Google Doc](#) for details)