

Event purchases prior to receiving event advance

Event Advances are given for the event leader to make purchases during or right before the trip takes place. Event advance funds can only be used after receiving the funds. Reliant requests that leaders wait to receive travel advance funds no earlier than 30 days prior to the start of the event. Sometimes purchases need to be made prior to the event leader receiving the event advance funds or instead of the leader using those event advance funds which are needed for cash on hand during the trip. In that situation, the preferred method is for Reliant to make the purchases for the event leader. Or, the event leader can purchase and submit a [Reimbursement for the Event Fund](#).

Advanced online purchases

This scenario is mostly for smaller purchases or for housing/rental car pre-payments. (Reliant will also pay for all flights. See [Purchasing flights for Events](#))

There are a few options are available prior to receiving travel advance funds.

- Reliant would be happy to purchase any online items for your event with a Reliant credit card and have them shipped to your location in the U.S. (examples include a receipt book, phone cards, small gifts for host families, t-shirts, etc.) If purchasing multiple items and they can be bought on amazon, Reliant has had success in using an amazon wish list to share those desired purchases with Reliant. You can leave a comment on each item in amazon to explain the purpose of the purchase. All purchases will need an email approval from the event fund approver.
- Event leaders can purchase items in the U.S. and submit a receipt for reimbursement through the event fund by emailing the receipt and description of the purchase to the Reliant events coordinator. (Reliant events coordinator would use an [AP request form](#) for submission). A direct deposit or check would be given prior to receiving the travel advance for this type of purchase.

Again, the event leader can not buy anything using event advance funds until they actually receive the event advance funds. If the receipt says a date prior to the date that the cash journal says they have received the funds then it can not be reimbursed using travel advance funds. If the receipt is prior, Reliant will have to reimburse them through an ap request form as it will not be able to count towards their event advance.

Flights

See [Purchasing flights for Events](#)

Housing

There are multiple options for paying for event housing.

1. Event leaders can pay in full when arriving in country with travel advance funds from their personal bank account. (This is the easiest option; however, many housing locations request funds in advance prior to arrival. This can also be a problem if cash is requested as many international ATMS have limits and fees so leaders would need to travel with lots of cash on hand.)
2. If we need to pay in advance, send Reliant the invoice and contact information for the housing location and Reliant will pay either by credit card or by international wire. Reliant can not pay by check internationally. (This can be an issue with using Reliant to make payments in more secure international locations where ministries are less welcome. In this case, Reliant could send advance funds to the event leader who could pay using a personal credit card.)
 - a. If the event leader wants Reliant to make the hotel reservation, they can complete this form ([Event Hotel Request Form](#))
The events team will receive the results and work on purchasing the requested hotel rooms for the event.

If Reliant is paying by wire:

- Make sure that the business has an English name (our bank account system will only accept English letters).
- Confirm that the invoice is made out to Reliant (not the event leader name or local church name) so that the company understands why Reliant is sending them a payment.
- We also need to make sure that it has a reservation number or invoice number that Reliant can add as a note to the wire to connect it with your event payment

Rental Vehicles

Please inform Reliant as soon as you know your event will be using a rental vehicle. Reliant can make advance deposit payments with the rental vehicle company just like with housing.

Reliant strongly suggests that they buy rental car insurance [Auto and Rental Car Insurance](#).



Reliant will also need names and ages of those who will be drivers of the rental vehicle as we will need to add this to our liability insurance for the event. You will find that information on the event set up form (FINANCE INFO tab)