

# Reimbursements for the Event Fund

Although event advance is the Reliant recommended way to make payments for event purchases, some events have chosen to have their Reliant missionaries reimburse event purchases through regular Reliant reimbursements using their Event Fund rather than using [Event expense advance Purchases by Missionaries](#). This tends to only be helpful if your event has very few purchases made as this places a burden on the missionary to not be reimbursed right away for expenses bought for the event.

If your event did not choose to use expense advance, Reliant employees that made event purchases should submit a regular [Project Fund Expense Submission Form](#) for their purchase out of the event fund. They would need to get account signer approval (listed below) for any of those purchases and make sure that know their event fund number.

Event interns would not be allowed to make purchases for your event due to the fact that Reliant interns are not permitted to do reimbursements through Reliant. If you expect that your event would need to allow interns to make purchases for your event, then the only option we would recommend would be for your event to use expense advance instead.

These reimbursements through the event fund will follow all normal Reliant reimbursement rules which can be restricting for an event. These reimbursements will also follow the normal Reliant reimbursement dates/timelines.



If you are unfamiliar with reimbursing through an event fund you may contact [events@reliant.org](mailto:events@reliant.org) to help you with filling out the reimbursement form correctly and collecting the correct event director approval.



You are only allowed to reimburse approved budgeted expenses through the event fund. Please check with your event finance administrator to make sure you are purchasing an approved item.

The event fund can only reimburse event expenses. Please verify with your event finance admin what type of expense you are purchasing.

Please read [Events Gifts Policy](#) before purchasing any gifts that you want to reimburse using the event fund.

The event fund is not used to reimburse travel for missionaries or event directors attending the program. See [Employee Reimbursements During an Event](#) and also [LT Subsidies](#) (Travel to pick up a speaker at the airport for the event is reimbursable through the event fund if it is a budgeted expense. Speakers paying for their travel is reimbursed by a speaker transfer/honorarium that is given directly to their missionary fund for them to then use towards their travel costs. See [Event Honorariums for Churches and Speakers](#) for more details.

This event fund is not used to reimburse daily food for missionaries or event directors attending the program. Please read [Event Meals Reimbursements](#) for more information. Please submit daily food reimbursements during an event using [Per Diem During Events](#) to be reimbursed from the missionary's account.

## Submitting your Event Fund Reimbursement

- Event Fund reimbursements should be *submitted by the end of the month (with appropriate approval attached) of which the expenses were incurred*, in order for Reliant to accurately report the event's expenses on the appropriate month's financial statement.
- *All event fund reimbursements must be submitted by the last business day of the month (with appropriate approval attached) in which the event ends*, in order for Reliant to be able to close out the finances for that event.
- All Collegiate Leadership Training (LT) reimbursements must be submitted by the last day of the month of the event.

Event Fund Reimbursements are submitted the same way as normal project reimbursements using the same [Project Fund Expense Submission Form](#).

You will also need to have the appropriate approval of the account signer for your event fund. If you are an authorized signer you may add your own approval if those that oversee your event role approve. Otherwise, you will need to share your google doc with the account signer to get their approval before the reimbursement is submitted to Reliant. See [Supervisor Approval for Google Forms](#)

Fund to Charge:	Account Signer:
FD 1450 Adirondack LT	Chris Gentz, Chad Frank, Alan Hable, Cassie Rohlfer, Anna Jo
FD 1420 Estes Park LT	Chad Frank, Alan Hable, Gaia Stanley, Mark Gonzalez, A.J. Ozanich

<b>FD 1405 LT Administration</b>	<b>Chad Frank, Joel Vanderschel, Jason Bennett</b>
<b>FD 1470 Collegiate Staff Conference</b>	<b>Joel Vanderschel, Jason Bennett</b>