

Events, Mission Trips, and Summer Programs

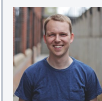


Summary

Find everything you need as a director of a Reliant-administered event. Mission Trips, Leadership Training, Conferences and more.

- [Services Provided By Reliant for your event](#)
 - [Event Set Up](#)
 - [Event International/Mission Trip Set Up](#)
- [Event Registration](#)
 - [Brushfire: Event Registration Site Instructions](#)
 - [Event Registration Site Instructions](#)
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 - [Event Fee Payments Made by Reliant Employee](#)
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 - [Mission Trip Fundraising Policy for Reliant Missionaries](#)
 - [Children of Reliant Missionaries participating in/attending International Event](#)
- [Insurance for Events](#)
 - [Event Incidents and Insurance](#)
 - [Required Liability for LT](#)
 - [Event Participant Has No Insurance](#)
 - [Liability International Events](#)
 - [Event Visas and Passports](#)
 - [Insurance for International Events](#)
 - [LT COVID Policies for Staff](#)
 - [LT COVID Policies for Participants](#)
- [Event Finances](#)
 - [Event Contracts](#)
 - [Event Invoices and Payments Requests](#)
 - [Event Honorariums for Churches and Speakers](#)
 - [Event Accounts Payable Requests](#)
 - [Event Finance Administrator](#)
 - [Event Advances](#)
 - [Reporting Event Expenses](#)

Questions about LT and other Collegiate Events?



Caleb Hayworth

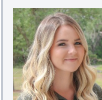
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Questions about Mission Trips and other Reliant Events?



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Title: Events Administrator

Department: Program Support Team

- Frequently Used Expense Accounts for Events
 - Uploading Event Receipts in Google
 - Leftover Funds
 - Event Participant Allowance
 - Event Participant Allowance Paid Directly to Participant
 - Event purchases prior to receiving event advance
 - Allowed Event Expenses
- Collegiate Only Events
 - Leadership Trainings
 - Collegiate LT Directors Info
 - LT Startup Information Needed
 - LT Subsidies
 - Collegiate LT - Breezy Reports
 - Coordinating Rides for LT
 - Leadership Training Finance Administrator
 - BILL for LT Finance Admin
 - BILL for Spenders
 - BILL Spend Policy
 - Additional Payments Collected By LT From Both LT Participants And LT Guests
 - LT Intern Registration Process
 - LT Collegiate Reviewer
 - LT Registration Coordinator Instructions
 - LT Sample Online Assessment
 - Collegiate Leadership Training Policies for LT Participants
 - LT Acceptance Emails
 - LT Staff Resources
 - Collegiate Conference Reimbursable Items
- Event Purchases by Missionary
 - Event Advance Purchases by Field Staff
 - Events Gifts Policy
 - Employee Reimbursements During an Event
 - Event Meals Reimbursements
 - Reimbursements for the Event Fund
 - Per Diem During Events