

Event Advance Purchases by Field Staff

Event Purchases

These are instructions for purchases made by the field staff that will be reimbursed out of the event fund on site through the event leader using [Event Advances](#) (not through submitting a reimbursement request through Reliant.)



If your event leader chose to reimburse event purchases using the normal Reliant reimbursement submission through the event fund rather than on site event advances for event purchases see [Reimbursements for the Event Fund](#) for more details.

For purchases made during an event that will be reimbursed out of the fund the field worker is responsible for see [Missionary Reimbursements & Per Diem during events](#).

Reimbursements for event fund purchases are typically submitted on site using event advance funds with the designated event finance administrator for your summer program. This is the preferred method for event purchases.

- Event Advances have less strict policies to follow than normal Reliant reimbursement policies.
- Event Advances allow interns to make purchases for your event.
- Event Advances mean no waiting to receive your reimbursement through Reliant. The event finance administrator can reimburse you with event funds using event advance funds immediately upon receiving your receipt.

Please read the information below before purchasing an item to be reimbursed by your event using an event advance given to your event leader.

The information below is for event advance instructions



All event fund purchases/event advance receipts should be *submitted by the end of the month 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 purchases/event advance receipts must be submitted by the last business day of the month in which the event ends, in order for Reliant to be able to close out the finances for that event

- Event advance can be used to reimburse purchases only for the specific event.
 - Alcohol can not be reimbursed.
 - Gift cards can not be reimbursed (this is different from the reimbursement rules where you could buy a token prize gift card through reimbursing through the event fund)
 - See Field Staff Meal Reimbursement
 - See Mileage Reimbursements
 - Event advance is not used to reimburse anything that is not event related. See [Missionary Reimbursements & Per Diem during events](#).
- Unlike normal Reliant Field Staff reimbursements, for an event advance purchase, you must always have a receipt (and it must be an itemized receipt- not a credit card receipt (or bank/credit card statement) that does not list the items purchased) for ALL event advance purchases no matter how small.
 - Credit card receipts that include only a total are not sufficient. For example, on a restaurant receipt, the menu items must appear on the receipt. For restaurants, submit both the itemized restaurant receipt and the tip receipt. See more receipt information below.
 - Bank and credit card statements showing a total without the item purchased are not sufficient.
- Reliant Field Staff are not allowed to write receipts for themselves or to write a receipt for their spouse without another Reliant Field Staff member to state it is a valid receipt. (Ex. if you are the event advance administrator you cannot write your own receipt). In cases in which a Reliant Field Staff member or spouse is issuing receipts for an event or service, another Reliant Field Staff member (which cannot be a spouse) must sign the receipt as verification of the transaction.
- Each Field Staff member should verify how much money has been allocated in the budget for their specific summer program ministry role before spending any money. The event finance administrator should collect receipts and receipts can be attached to the onsite [event advance](#)

[Reimbursement Form](#). This form is for your event finance administrator to have a paper trail and understand what is being bought, etc. but this form is not for sending back to Reliant and your finance administrator may use a different form specific for your event.

- The event finance administrator will directly reimburse you for your purchases for the summer program. See the event finance administrator for questions and more details. However, you need to turn in your receipts each month to the finance administrator and turn them in before you leave the program. The finance administrator has to turn in all receipts to Reliant by the last day of the month in which the event ends.