



**Kairos (Georgia) Expense Reimbursement**  
**This form is for Fundraising and Recruitment\***

Note: IRS law requires Expenses for Recruitment for Volunteers be classified as Fundraising

**ADVISORY COUNCIL**

Weekend # \_\_\_\_\_ Date of Weekend: \_\_\_\_\_

Reimburse to: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Reimbursement is hereby requested for the following expenses, as supported by the attached itemized receipts and other documentation.

Was an advance received?    **Y**    **N**    (circle one)    \$ \_\_\_\_\_

**FUNDRAISING AND VOLUNTEER RECRUITMENT EXPENSES**

Advertising	\$	_____
Equipment Rental	\$	_____
Event Expense (name type of event)	\$	_____
Food/Meals	\$	_____
Postage	\$	_____
Printing/Copies	\$	_____
Promotion/Mailings	\$	_____
Supplies/Paper Products	\$	_____
Other (Describe)	\$	_____
	\$	_____
	\$	_____
	\$	_____

**Total Expenses:** \$ \_\_\_\_\_ 0.00

**Less Cash Advance:** \$ \_\_\_\_\_ 0.00

**Difference** \$ \_\_\_\_\_ 0.00

**Negative Difference?** Please issue a check to Kairos for the reimbursement of unused funds.

**Positive Difference?** Do you want to donate your reimbursement as a Gift In Kind?    **Y**    **or N**    (circle one)  
 (If you do not wish to donate your reimbursement, we will issue you a check for the difference.)

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Advisory Council Financial Secretary**

**Electronic signatures are acceptable or attach email approval.**

Mail or E-Mail to:    **Walter Straham**  
 Kairos Georgia Financial Secretary  
 10945 State Bridge Rd Suite 401-164  
 Alpharetta, GA 30022  
 finsec@kairosgeorgia.org