

KAIROS Prison Ministry International Inc.

Georgia Chapter

Financial Policy and Instructions

INSTRUCTIONS:

- 1) Ordering Kairos supplies complete order form and send to Walter Larry
finsec@kairosgeorgia.org
Only order **42** crosses or less for each weekend (only residents). **Give extras to next Team Leader.**

- 2) Cash advance check is for weekend expenses only. It should not be used for reunions.
 - i) Leader Advance is limited to \$200
 - ii) Coordinator Advance is limited to \$3,500 (Coordinator's advance not available until 4 weeks prior to the Weekend).

- 3) Please ensure that the Weekend Expense & Reimbursement form is completed and sent to the State Financial Secretary within (30) days after the weekend, or other events have occurred. Expense reports for AKT Training or EZRA disk should be submitted immediately after the expense has been paid.
 - i) Form must be reviewed and approved by AC Donor Coordinator
 - ii) Original receipts (no scan copy) must be taped individually to 8.5 sheet of paper
 - iii) Send to - Walter Larry:
Walter Larry C/O PVS
Deerfield Corporate Center One
13010 Morris Road Ste 650
Alpharetta, GA 30004

- 4) Mileage rate is \$.14 per mile. Reimbursement is only for travel to attend the following:
 - i) AKT
 - ii) KPMI Conference
 - iii) AC State Reps attending State Meeting (see GA SCC mileage memo)
 - iv) Kairos Outside speaker at Kairos Inside closing
 - v) Pick up Kairos Outside guest
 - vi) Pulling Kairos trailer to unload supplies for the Weekend

- 5) **Please retain a copy of the documents you send for at least one year.**

If you have any questions, you may contact Walter Larry the following ways:

Phone: 678-621-2490

E-mail: finsec@kairosgeorgia.org