

KAIROS Prison Ministry International Inc. Georgia Chapter

STATEMENT OF EXPENSES FOR KAIROS WEEKENDS, & RETREATS

INSTRUCTIONS:

- (1) Please ensure that the attached Statement of Expense & Reimbursement form is completed and sent to the State Financial Secretary within (14) 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.
- (2) The report must be signed by the Financial Secretary of the appropriate Advisory Council and **must include the original receipts** that will support expenses being reported.
- (3) **Cash advance checks (if enclosed) is for weekend expenses only. It should not be used for reunions, lodging expenses, or food that is not consumed during the weekend inside the prison.**
- (4) **Please retain a copy of the documents you send for at least one year.**
- (5) Order all supplies for the weekend from Walter Straham finsec@kairosgeorgia.org Only order **42** crosses or less for each week end (only residents). **Give extras to next Team Leader.**

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

Phone: 404-313-1943

E-mail: finsec@kairosgeorgia.org

Thank you for your time, effort and cooperation in all you do for KAIROS –Georgia Chapter

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