

KAIB 2021-2022 Expense Voucher

Name: _____ Date: _____ Email (unless in Charms): _____

PAYEE	CATEGORY	SUB-CATEGORY (AD13/14 Only)	REASON	AMOUNT
TOTAL:				

Approval Signature: _____

All expenses must be approved by the responsible executive board member. Requests submitted that are not approved or are incomplete will be returned to originator.

MARCHING BAND		WINTER GUARD		WINTER PERCUSSION		ADMINISTRATION	
MB01	Awards	WG01	Equipment	WP01	Instruction	AD01	Banking/Checks
MB02	Banquet	WG02	Instruction & Design	WP02	Registration Fees	AD02	Bonding Insurance
MB03	Clinicians Travel & Fees	WG03	Local Travel/Rental/Fuel	WP03	Sticks/Mallets	AD03	Gaming License
MB04	Copyright	WG04	Music Editing	WP04	Travel	AD04	Medical Supplies
MB05	Drill Books	WG05	Props	WP05	Miscellaneous	AD05	Office Supplies
MB06	Drum Major Camp	WG06	Registration Fees	WP06	WP Flow-Through	AD06	Other Administration
MB07	Registration Fees	WG07	Show Shirts			AD07	Postage
MB08	Flags & Equipment	WG08	WGI Trip Expenses			AD08	Printing
MB09	Color Guard	WG09	WGI Regional Bus			AD09	Regular Insurance
MB10	Hospitality	WG10	Uniforms SA			AD10	Tax Service
MB11	Instruction & Design	WG11	Uniforms SO			AD11	Website Fees

MB12	Props	WG12	Uniforms Novice			AD12	Uniform/Attire Alterations
MB13	Regional Expenses	WG13	Admission Fees			AD13	AD Flow-Through
MB14	Show Shirt	WG14	Digital Floor SO & SA			AD14	AD Fundraiser Exp & Income
MB15	Trailer Expenses	WG15	Floor Replacement Novice			AD15	AD Student Accounts
MB16	BOA Patches	WG16	Miscellaneous			AD16	AD Grants/Sponsorships
MB17	Regional Buses	WG17	WG Flow-Through			AD17	QBO subscription
MB18	Miscellaneous					AD18	Charms License
MB19	MB Flow-Through						
MB20	MB Banners & Signs						
MB21	Penske Truck Exp						

AD13 Sub-Categories (Flow-Through)

CATEGORY	SUB-CATEGORY (AD13 Only)	CATEGORY	SUB-CATEGORY (AD13 Only)
Event Tickets	FT01		FT11
Event Attire	FT02		FT12
Memorials	FT03		FT13

AD14 Sub-Categories (Fundraisers)

CATEGORY	SUB-CATEGORY (AD14 Only)	CATEGORY	SUB-CATEGORY (AD14 Only)
Amazon Smile	FR01	Raffle	FR24
Apparel	FR02	TRWEA Show	FR25
Popcorn	FR03	Verizon	FR26
Candy Bars	FR04	Wine Tasting	FR27
Community Market	FR05	Car Cruise	FR28
Decals	FR06	Preview Show	FR30

Dine & Donate	FR07	Thirty One	FR31
Fall Flowers	FR08	Dinner & Show	FR33
Fudge Night	FR09	Guard Camp	FR34
Giant Eagle Gift Cards	FR10	Labor Day	FR36
Hoagie Sale	FR12	Pies	FR37
Kiski Competition	FR14	Tumbler	FR40
Lottery Calendars	FR15	Midas	FR41
Lottery Tickets (Monthly)	FR16	Red Baron	FR42
McBucks	FR17	Alle-Kiski Festival	FR43
Sarris Candy	FR20	Candles	FR44
Scripts	FR22	Novelties	FR45
Spring Flowers	FR23		