

## KAIB 2023-2024 Expense Voucher

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Email (unless in Charms): \_\_\_\_\_

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

**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	Admission Fees	WP01	Instruction	AD01	Administration Flow-Through
MB02	Banquet	WG02	Awards/End of Year Party	WP02	Miscellaneous	AD02	Banking Checks
MB03	BOA Nationals Trip Expenses	WG03	Digital Floors	WP03	Other Travel Expenses	AD03	Bonding Insurance
MB04	BOA Patches	WG04	Equipment	WP04	Registration Fees	AD04	Charms License
MB05	BOA Regional Trip Expenses	WG05	Instruction and Design	WP05	Show Shirts	AD05	Emergency
MB06	Clinician Travel and Fee	WG06	Miscellaneous	WP06	Sticks/Mallets	AD06	Gaming License
MB07	Colorguard Equipment	WG07	Other Travel/Trip Expenses	WP07	WGI Regional Expenses	AD07	Medical Supplies
MB08	Colorguard Uniforms	WG08	Props	WP08	Winter Percussion Flow-Through	AD08	Office Supplies
MB09	Copyright	WG09	Show Shirts			AD09	Other Administration
MB10	Drum Major Camp	WG10	Uniforms			AD10	Postage
MB11	Hospitality	WG11	WGI Regional Trip Expenses			AD11	Printing
MB12	Instruction and Design	WG12	WGI Worlds Trip Expenses			AD12	QuickBooks Subscription
MB13	Instrument/Equipment Fund	WG13	Winterguard Flow-Through			AD13	Tax Service
MB14	Marching Band Flow-Through					AD14	Uniform/Attire Alterations
MB15	Miscellaneous					AD15	Website Fees
MB16	Other Travel/Trip Expenses						
MB17	Props						
MB18	Show Shirts						
MB19	Trailer Expenses						

## AD1 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	Tumbler	FR40
Apparel	FR02	Alle-Kiski Festival	FR43
Popcorn	FR03	Candles	FR44
Candy Bars	FR04	Novelties	FR45
Community Market	FR05	Road to Regionals	FR47
Decals	FR06	Cash Bask	FR50
Dine & Donate	FR07	Pierogies	FR51
Fall Flowers	FR08	Allegheny Twp. Days	FR52
Fudge Night	FR09	Car Wash	FR53
Giant Eagle Gift Cards	FR10		
Hoagie Sale	FR12		
Kiski Competition	FR14		
Lottery Calendars (Yearly)	FR15		
Lottery Tickets (Monthly)	FR16		
McBucks	FR17		
Sarris Candy	FR20		
Scraps	FR22		
Spring Flowers	FR23		
Raffle	FR24		
TRWEA Show	FR25		
Verizon	FR26		
Wine Tasting	FR27		
Car Cruise	FR28		
Preview Show	FR30		
Dinner and a Show	FR33		
Guard Camp	FR34		
Pies	FR37		