Council Reimbursement Request

Please Type or print legibly Date Submitted:

Diocese		Council #	
Parish		Grand Knight	
District Deputy		GK Cell Phone	
Date meals or service provided:		Total Re-imbursement Amount	

Food Costs Reimbursement – Must Include Receipts			
Description of food purchased and to whom it was served.			
Meals per day?		How many days?	
Purchase Dates		Amount	

Expendable Supplies Reimbursement – Must Include Receipts			
List of items purchased, how they were utilized, and who they were given to.			
Purchase Dates		Amount	

Approvals for all Requests			
GK/FS Approval		Diocesan ERC Approval	
State ERC Approval		SD Approval	
Comments:			

Carefully read and comply with instructions on the back of this form.

Submit form, receipts, and photos of the event within 10 days to: EmergencyResponse@TKofC.org

Council Reimbursement Request

Texas Knights of Columbus - Limited Reimbursement Program for Council Meals & Supplies

The following policy only applies to the Central Texas Flooding in July 2025.

1. *Reimbursement for meals*
    a. *Councils may be reimbursed for feeding the following:*
        i. *1st responders assisting in the disaster response*
        ii. *Volunteers while assisting in the disaster cleanup*
        iii. *Members of the community suffering from the disaster*
        iv. *Meals for those staying in a shelter*
        v. *Brother Knights and other volunteers while assisting in preparing and serving the meals to those suffering from the disaster*
    b. *Councils will not be reimbursed for:*
        i. *Thank you banquet for volunteers*
        ii. *Fund raising events*
        iii. *Meals at events just for Knights*
    c. *Limitations:*
        i. *Maximum cost per meal (including food and supplies): $15*
        ii. *Maximum reimbursement without prior approval $1500*
        iii. *The Council Reimbursement Request form and at least two photos of the event must be submitted with receipts within 10 days of the event to EmergencyResponse@TKofC.org*
        iv. *All meals must have been served between 7/4/25 and 8/30/25.*
    d. *ALL REIMBURSEMENT REQUESTS ARE SUBJECT TO STATE COUNCIL CHARITY BOARD APPROVAL.*
2. *Reimbursement for supplies*
    a. *Councils may be reimbursed for the following supplies to clean up or repair a home or parish damaged by flooding:*
        i. *Items for cleaning (paper towels, bleach, spray bottles, trash bags, etc.)*
        ii. *Items for minor repairs (plastic tarps, plastic sheeting, etc.)*
        iii. *Safety items for volunteers (safety glasses, gloves, water bottles, etc.)*
    b. *Limitations:*
        i. *Supplies are limited to $500 (without prior approval)*
        ii. *The Council Reimbursement Request form and at least two photos of the event must be submitted with receipts within 10 days of the event to EmergencyResponse@TKofC.org*
        iii. *All items must be used for clean-up and repairs between 7/4/25 and 8/30/25.*
    c. *ALL REIMBURSEMENT REQUESTS ARE SUBJECT TO STATE COUNCIL CHARITY BOARD APPROVAL.*
3. *If you have questions, please e-mail: EmergencyResponse@TKofC.org*