

FTVM PRODUCTION RECEIPT REIMBURSEMENT PROCESS

You will need to follow these instructions carefully or risk not being reimbursed the money you have spent.

A. KNOW YOUR SHOW'S REIMBURSEMENT AMOUNT

The instructor for the class will tell you how much money is available from FTVM to go towards your production.

B. CREATE A SHOW BUDGET

The producer works with each production department for your show to create a complete show budget.

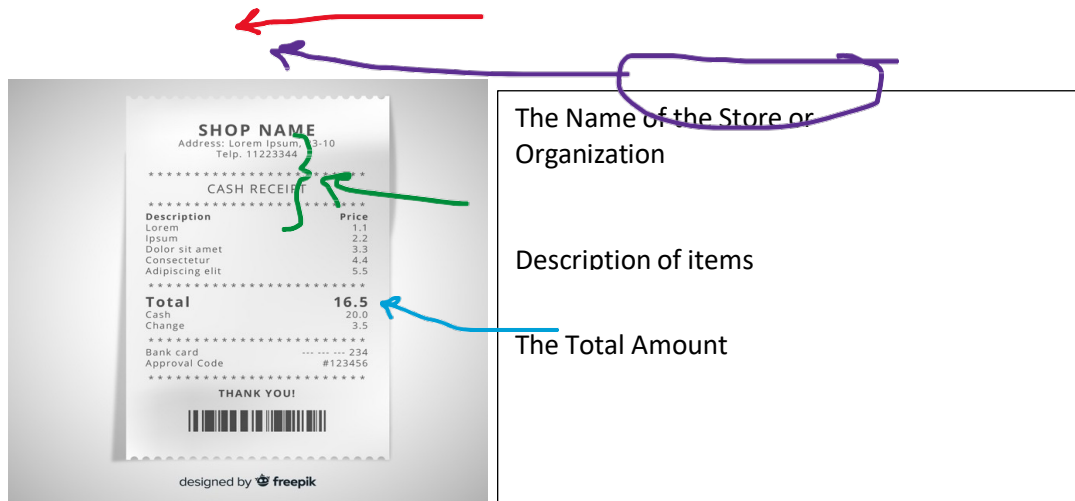
If the team intends to spend money above the FTVM funds available, the producer will have each team member sign an Team Agreement document about how much each team member will be responsible to contribute. You can find that Team Agreement document [HERE](#).

C. PROVIDE PHYSICAL RECEIPTS to the PRODUCER

Every team member who spends money according to the budget, should provide a physical receipt to the producer.

Do not spend money that is not included in the budget unless you have a conversation with the producer and instructor because, if you go over the allocated FTVM money available there will not be funds to reimburse you.

EACH RECEIPT MUST INCLUDE THE FOLLOWING INFORMATION:



The Name of the Store or Organization

Description of items

The Total Amount

SHOP NAME	
Address: Lorem Ipsum, 3-10	
Telp: 11223344	

CASH RECEIPT	

Description	Price
Lorem	1.1
Ipsum	2.2
Dolor sit amet	3.3
Consectetur	4.4
Adipiscing elit	5.5

Total	16.5
Cash	20.0
Change	3.5

Bank card	--- --- 234
Approval Code	#123456

THANK YOU!	
[Barcode]	
designed by freepik	

RECEIPT

East Repair Inc.
1912 Harvest Lane
New York, NY 12210

BILL TO
John Smith
2 Court Square
New York, NY 12210

SHIP TO
John Smith
3787 Pineview Drive
Cambridge, MA 12210

RECEIPT #
RECEIPT DATE
P.O.#
DUE DATE

US-001
11/02/2019
2312/2019
26/02/2019

QTY **DESCRIPTION** **UNIT PRICE** **AMOUNT**

1	Front and rear brake cables	100.00	100.00
2	New set of pedal arms	15.00	30.00
Subtotal			145.00
Sales Tax 6.25%			9.06
TOTAL			\$154.06

It's the SAME for ONLINE PURCHASES

The Name of the

Description of items

The Total Amount spent

WHAT IS NOT ACCEPTABLE for reimbursement:

- Receipts missing any of the information outlined above
- Venmo or Zelle Transfers to individuals (for labor or anything else)
- Labor to pay students or other (There may be exceptions, talk with the instructor)

If you have questions, be proactive and ask your instructor for clarification or help.

Why do we need to be so detailed? Granting organizations like the Golden Globe and the GCC Foundation need to ensure that the money they pay you is going towards things it is supposed to fund, and not being used inappropriately. If an audit of the school is done and there is doubt about spending, the institution (GCC) could be in trouble.

D. SUBMISSION OF REIMBURSEMENT MATERIALS

You may submit up to 2 reimbursement packets during the length of the show production or just one. It is up to the producer and team to decide.

IF you choose to submit two, you may submit after production and another after show completion.

When your team is ready, submit the following form and the receipts as directed below.

Make a WORD (or other TEXT document) and follow the instructions below:

PAGE 1: FTVM REMIBURSEMENT FORM

TOP HALF of the PAGE:

Today's Date:

Class:

Professor:

Name of Production:

Semester of Production:

Name of Producer as it should be written on check:

Address of Producer:

Email of Producer:

Phone number of Producer

BOTTOM HALF of the PAGE: Provide a RECEIPT LOG:

This tracks each line item purchased and provides a total number for your reimbursement.

Sample Receipt Log

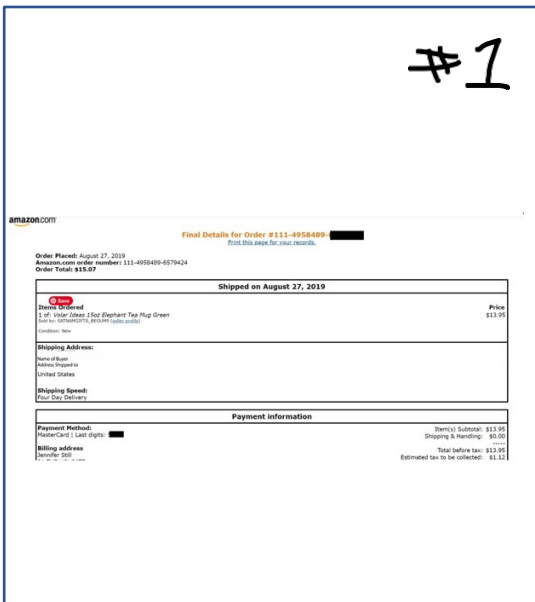
Receipt #	Vendor	Item	Receipt Ref. Page#	Amount to be Reimbursed
1	Costco	Pizza/Lunch	3	\$52
2	Chipotle	Salads/Lunch	3	\$17.95
3	Target	Water	3	\$28.49
4	Adeles Costumes	Capes	1	\$64
5	New Rule FX	Props	2	\$25
			Total:	\$187.44

PAGE 2 and ONWARDS: ORGANIZE the RECEIPTS

Tape each receipt to a separate piece of paper. Make sure to keep the face clean of tape and visible. If a receipt is long or too big, tape just the top corners and fold it so the bookkeepers can unfold and see each item and cost.

Use as many sheets as needed.

Give each receipt a discrete number.



E. Show these documents to your team to ensure all receipts have been submitted and that each crew member is clear about what they will be reimbursed.

Have each sign off on the amounts.

F. Make the Packets

1. Make 3 physical copies of the ENTIRE package. Staple them in the order listed above.

2. Make one PDF of ALL documents in the proper order.

Instructions for making a combined pdf:

<https://helpx.adobe.com/acrobat/using/merging-files-single-pdf.html>

3. Make a folder on the computer

- Place all digital documents inside it. Including top sheets and scans/copies of receipts.
- Place combined Digital Packet pdf in the folder
- Make a zip file from the folder

Instructions on how to zip on a Mac:

<https://support.apple.com/guide/mac-help/zip-and-unzip-files-and-folders-on-mac-mchlp2528/mac>

G. SUBMIT the packet according to the instructor's instructions. Please note that reimbursements may take up to a month to process.