

POLICY NUMBER: 7.1	DATE ADOPTED:
POLICY TYPE: Production Procedures	DATE AMENDED:
POLICY TITLE: Expenses and Reimbursement	

Production Expenses and Reimbursement

The Treasurer has the responsibility of keeping proper accounts and ensuring Theatre funds are expended properly and responsibly. These procedures are to provide order to the process of incurring expenses related to a production and the reimbursement of those expenses when theatre members have paid for them out of their own pockets.

1. A Department Head has authority to incur expenses within the budgeted amount for that department (e.g. Set Décor, Advertising, etc.).
2. Expenses incurred by non-department heads should be preauthorized by the appropriate Department Head or the Producer.
3. We have charge accounts with a number of local businesses. The Producer or Treasurer can tell you which businesses those are. Where possible this is the recommended way of paying for needed items.
4. A stack of Expense Reimbursement Forms is to made available in the office area or in another convenient place.
5. Receipts should be attached to a fully completed Reimbursement Form and either left in the provided container or given to the Producer. **This is required whether the item was charged or paid for by the member so that the Treasurer can properly allocate all expenses.**
6. The Producer must sign off on all Reimbursement Forms before the Treasurer issues payment.
7. Receipts must be submitted no later than 10 days after the end of the show.
8. Receipts may be originals or clear photocopies. Original receipts are required only if the item has a warranty or may have to be returned by someone else.
9. Reimbursements will be made within three weeks of being submitted. Expedited payment may be arranged with the Treasurer if needed.
10. A cheque will be mailed or hand delivered to the purchaser or another arrangement may be made by agreement between the purchaser and the Treasurer. If no payment is received within 30 days, the purchaser may contact the Producer to inquire.