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.

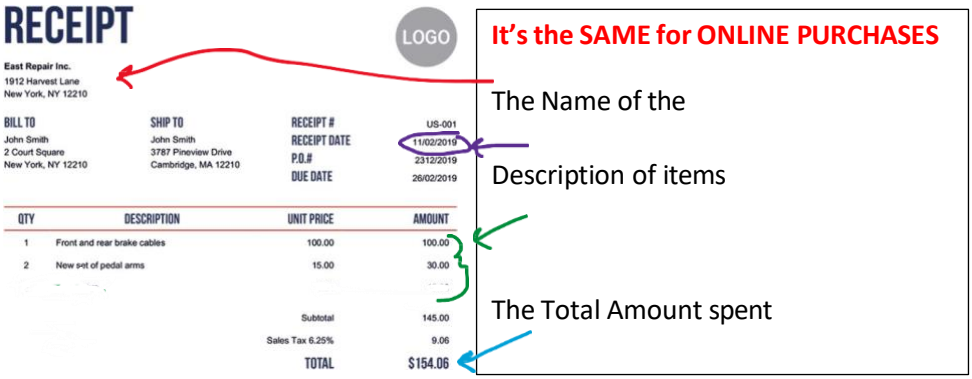
EACH RECEIPT MUST INCLUDE THE FOLLOWING INFORMATION:



The Name of the Store or Organization

Description of items

The Total Amount



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

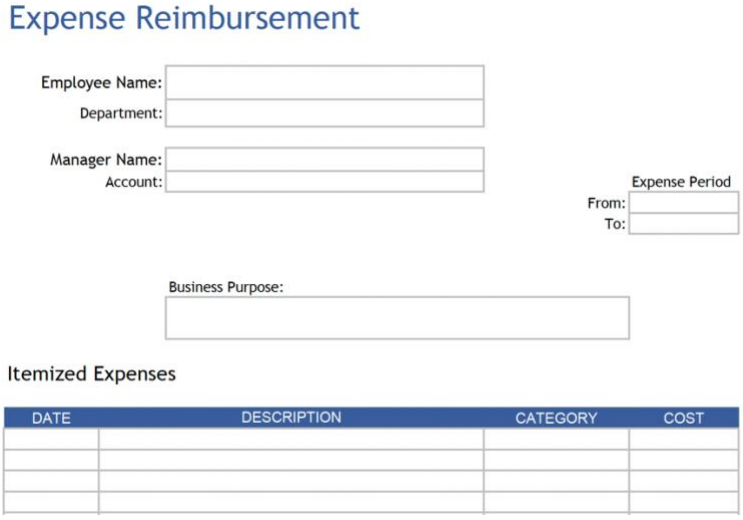
You may submit up to 2 reimbursement packets during the length of the show production or just one. It is up to the producer and team to decide.

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

1. When your team is ready, complete the EXPENSE REIMBURSEMENT form.

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

Use the EXPENSE REIMBURSEMENT form on the FTVM website.



Employee Name: your name
Department: FTVM
Manager name: leave blank
Account: leave blank

Expense Period: Ask instructor
Business purpose: Student Film Project

Date: Of item purchase
Description: Match it to receipt
Category: Costume, props, food

2. **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 to big, tape just the top corners and fold it so the bookkeepers can unfold and see each item and cost.*


amazon.com

Final Details for Order #111-4958489-[redacted]

Print this page for your records.

#1

Order Placed: August 27, 2019
Amazon.com order number: 111-4958489-6579424
Order Total: $15.07

Shipped on August 27, 2019

Items Ordered — Price
1 of: Volar Ideas 15oz Elephant Tea Mug Green — $13.95

Shipping Address:
United States

Shipping Speed:
Four Day Delivery

Payment information

Payment Method:
MasterCard | Last digits: [redacted]

Billing address
Jennifer Still

Item(s) Subtotal: $13.95
Shipping & Handling: $0.00
Total before tax: $13.95
Estimated tax to be collected: $1.12


COSTCO WHOLESALE

Thornton #629
16375 N. Washington St.
Thornton, CO 80023

#2

2X Member 111826278335
E 673919 FF BS BREAST 23.99 E
E 633561 KS DICED TOM 6.49 E
E 967596 JACKORGSALSA 2.97 E
3 @ 4.29
E 878137 18CT EGGS 12.87 E
E 77053 GRAPE TOMATO 6.29 E
404609 ECO HALF PAN 6.49 A
E 55992 GRND TURKEY 18.47 E
E 263423 CHPD ONION 3.59 E
E 22101 MONT JACK 2# 4.45 E
SUBTOTAL 85.61
TAX 3.52
***** TOTAL [redacted] PAID
Check/Member Prntd 89.13
CHANGE 0.00

A 8.50% TAX 0.55
E 3.75% TAX 2.97
TOTAL TAX 3.52
TOTAL NUMBER OF ITEMS SOLD = 11
[redacted] 15:00 629 4 172 14
OP#: 14 Name: PEPPER
Thank You!
Please Come Again
Whse:629 Trm:4 Trn:172 OP:14

- **Use as many sheets as needed.**
- **Give each receipt a discrete number.**

3. **Show the documents to your team to ensure all receipts have been submitted,** so that each crew member is clear about what they will be reimbursed.

F. FILLOUT a W9 Form

with your name and information since the money will come to you and you will distribute it appropriately to the team members.

G. 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

H. SUBMIT THE PACKET according to the instructor's directions.

Please note that reimbursements may take up to a month to process.