

ACCEPTABLE & UNACCEPTABLE EXPENSES

During reconciliation, each expense will be verified with your supervising faculty or executive producer (EP). If you have been approved for an expense under special circumstances, please ensure that you keep a written copy of your EP's approval for confirmation purposes (i.e., original email thread with your EP that says a specific expense was approved).

Department	Acceptable Expenses	Unacceptable Expenses
General	Expenses with Acceptable Types of Receipts	Expenses without valid receipts (i.e., debit sale or transaction record)
	Expenses under special circumstances with approval by EP	Expenses not included on the approved budget by EP
	Purchases where the ownership is shared among the group	Purchases where the ownership lies with an individual
Art	Prop rentals and/or purchases, as applicable	Memorabilia (e.g., custom t-shirts, mugs, etc.) unless part of set dec
Catering	Non-alcoholic drinks	Alcoholic drinks / cannabis
	Meals during set dec and filming dates	Meals outside set dec and filming dates
Gear	Gear rental fees / gear insurance	Gear lost, damage, or late return fees
Location	Location rental fees stated on a completed Location Agreement / location insurance	Location-related fees not stated on a completed Location Agreement
Post	Media assets / rights / licenses	App / software / plugin purchases, subscription fees, desktop or mobile of any kind (e.g., Vimeo Professional, FilmFreeway Gold, web hosting, etc.)
Transportation	Parking (pay-for-parking)	Parking and traffic violation tickets / towing fees / toll fees
	Vehicle rental fees / mileage with a completed Mileage Expense Log	Gas / car repair / car maintenance fees