Reimbursement and Advance Reconciliation Form Instructions

1. Fill out the form as provided. This is exactly the information the office needs in a way that meets IRS and audit documentation requirements. We encourage you to use the spreadsheet in MS Excel and let it do the math for you. You can insert lines as needed. **Requests not submitted using this form/format will be returned for correction and resubmission.**

2. Detailed line instructions:
    a. Generally, use one line per receipt that matches the receipt total (with adjustments where relevant, as discussed in Item c. below).
    b. Purpose/Category should match the general show budget lines: Props, Costumes, Hair, Makeup, Set, etc.
    c. If a receipt contains more than one item in the same general category, you may write "Various" in the Item Description column. Item-level detail is usually on the receipt anyway.
    d. If the receipt contains items in more than one Purpose/Category, you can split it between two or more lines. Just make sure the line amounts add up to the amount you are claiming on that receipt.
    e. If you are not claiming/reporting everything shown on a receipt, be sure to note on the receipt what is included or excluded, either by crossing out items not included or circling items that are included.

3. Attach receipts to the reimbursement request. **A screenshot of an item with a price does not meet IRS and audit documentation requirements.** The receipt must be an actual receipt that shows the full amount of the purchase.

4. If you choose to print the spreadsheet and complete it manually, rather than letting the form do the math for you, make sure the total of items listed from your receipts match the Expense Total.

5. Enter any advance you received on the line where it says "Less advance, if any."

6. Submit the reimbursement form and receipts to the office ***within two weeks of the closing date of the production***, either hard copy (originals) or electronically via email to christie@pentacletheatre.org. Electronically submitted receipts must be in .pdf format – **screenshots or phone pictures in HEIC, PNG, JPG, etc. format will be returned for correction.**

Pentacle Theatre Reimbursement Request/Advance Reconciliation - EXAMPLE

Name of show: Zombie Santa

Name of requestor: Phineas Flynn

Address: 2308 Maple Drive

Phone: (666) 654-5555

Email: phineas@doofenshmirtz.com

Attach receipts for each item. List in chronological order. Insert rows if necessary.

Note: **Blue** cells contain formulas to provide totals - do not type over them.

Date	Vendor name	Purpose/Category	Item description	Amount
11/20/2024	Michael's	Props	snowglobes, reindeer figurines	89.00
11/29/2024	Amazon	Costumes	Santa hats	27.99
11/30/2024	Har D Har Toy Co.	Props	dreidels, 4-pack	12.99
			Expense Total	129.98
			Less advance, if any	100.00
			Total Reimbursement/(Total Due)	$ 29.98