



REIMBURSEMENT REQUEST

NAME

PHONE

ADDRESS

PRODUCTION

DATE

PRODUCTION EXPENSES	AMOUNT
Advertising	
Costumes	
Director's Fund	
House Supplies	
Make-up	
Photos and Video	
Props	
Royalties	
Scripts	
Set Construction	
Technical Supplies	
Other (please list)	
TOTAL:	

THEATER EXPENSES	AMOUNT
Equipment	
Newsletter	
OCTA Expense	
Office Supplies	
Postage	
Programs	
Stage Maintenance	
Supplies	
Technical	
Ticket Supplies	
Other (please list)	
TOTAL:	