

# REIMBURSABLE EXPENSES



## Article XVIII.A. through D. – Design Related Expenses

- Designers are not required to advance their personal funds for expenses of the production
- Prior to signing the coversheet, Designer and Theatre shall agree upon the appropriate amount of total reimbursable expenses
- Upon timely submission of receipts, theatre shall reimburse designer for “expenses incurred directly related to the production”:
  - Art and Drafting Materials
  - Supplies for Model Building
  - Meals: While in transit at the request of the Theatre
  - Research Materials
  - Telephone
  - Postage
  - Shipping
  - Copying
  - Local Transportation
  - Sound Studio Expenses
- If Designer anticipates additional expenses directly related to the production after signing the Coversheet, Designer shall immediately inform theatre of expenses and amounts, and reimbursement is subject to Theatre's prior written approval

## Article XVIII.E. & F. – Personal Expenses Reimbursement\*

Theatre will reimburse out-of-town designers, who are in residence overnight at the Theatre, for expenses incurred while away from home. Theatre shall reimburse designer for the full amount of expenses, but no more than the amount specified in the Maximum Reimbursement Chart. Theatre and Designer may agree to a greater amount of Personal Expenses Reimbursement.

- Designer must submit receipts to Theatre no later than 45 days after opening performance.
- Theatre shall reimburse Designer within 10 business days of the submission of receipts.
- Additionally, if an out-of-town Designer is in residence for longer than two weeks, the Theatre must reimburse the Designer for an additional amount equal to 50% of the applicable maximum Personal Expense Reimbursement for each week in residence beyond the initial two weeks. This additional amount may not be pro-rated.

Maximum Reimbursement Chart			
MAXIMUM REIMBURSEMENT CHART			
Category	As of 7/1/25	As of 7/1/26	As of 7/1/27
A+	\$509	\$535	\$562
A	\$509	\$535	\$562
B+	\$414	\$434	\$456
B	\$362	\$380	\$399
C-1	\$291	\$305	\$320
C-2	\$291	\$305	\$320
D	\$276	\$290	\$305

*\*Not to be confused  
with reimbursement of  
Design Related Expenses*

## Article 18.E. & F. – Personal Expenses Reimbursement cont.

- Designer must submit receipts to Theater no later than 45 days after opening performance.
- Theater shall reimburse Designer within 10 business days of the submission of receipts.
- Additionally, if an out-of-town Designer is in residence for longer than two weeks, the Theater must reimburse the Designer for an additional amount equal to 50% of the applicable maximum Personal Expense Reimbursement for each week in residence beyond the initial two weeks. This additional amount may not be pro-rated.