OFF-BROADWAY REIMBURSABLE EXPENSES

The Off-Broadway Agreement includes preapproved **reimbursable expenses** for Designers and their Assistant(s) by Department.

The Employer shall reimburse the Designer and the Assistant Designer for pre-approved expenses. The "Reimbursable Expense Budget" for the Department, including both for the Designer and the Assistant's expenses, shall be recorded on the Designer's cover sheet.

Reimbursable Expenses are expenses incurred by the Designer or Assistant directly related to the production. These can include but are not limited to:

- Art and drafting materials
- Supplies for model building
- A proportional share of computer software expenses
- Printing, postage, shipping, and/or copying expenses
- Sound studio expenses
- Local transportation when required for the purchase, coordination, or assembly of items related to the Production

Reimbursable Expenses do no include materials for implementation of the design or included in the production budget (ie lumber, equipment rentals or costume materials).

Receipted reimbursed expenses shall not be considered income to the Designer or Assistant, nor reported as income for tax purposes.

Under the new Off-Broadway Agreement, the **Designer** will:

- Manage this expense budget so as not to exceed the pre-approved Employer budget as listed on the cover sheet.
- Submit receipts for all expenses no later than 30 days after the official opening of the production.

The **Employer** will:

- Reimburse the Designer and the Assistant directly for any approved expenses within 30 days of submission of receipts.
- Notify the Designer or Assistant Designer if the organization is tax exempt and will provide the tax exempt form and sufficient ID for acceptance of the tax exempt form or else will not hold the Designer or Assistant Designer responsible for use of a tax exempt form.

Questions? Email livedesignjob@usa829.org
In all cases, the contract supersedes supplemental documents.