COMMERCIAL VIDEOGRAPHY & PHOTOGRAPHY

EXPENSE REPORT

Production Company

Project Name / ID

Client Name

Submitted By

Role / Title

Submission Date

Reporting Period

DATE	REF #	VENDOR / PAYEE	DESCRIPTION / BUSINESS PURPOSE	RECEIPT	AMOUNT
1. PRE-PRODUCTION (SCOUTING, PERMITS, SCRIPTING, CASTING)					
2. EQUIPMENT & GEAR (CAMERA, LENSES, LIGHTING, GRIP, AUDIO)					
3. CREW & TALENT (DAY RATES, ASSISTANTS, STYLISTS)					
4. TRAVEL, LOGISTICS & CATERING (MILEAGE, LODGING, MEALS)					
5. POST-PRODUCTION (EDITING, COLOR, SOUND, MUSIC LICENSING, STORAGE)					

Notes / Explanations:

Subtotal Expenses

Tax / VAT

Other / Miscellaneous

TOTAL EXPENSES

Claimant Signature

Date: _____

Approver Signature (Producer/Client)

Date: _____