# PRODUCTION EXPENSE STATEMENT

Film & Photo Services

| | |
|---|---|
| **PROJECT NAME** | |
| **DATE SUBMITTED** | |
| **PRODUCER / LEAD** | |
| **PROJECT CODE / PO** | |
| **SUBMITTED BY** | |
| **DEPARTMENT** | |

| DATE | CATEGORY / ACCOUNT | DESCRIPTION / PURPOSE | VENDOR | REF / RECEIPT # | AMOUNT |
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| **SUBTOTAL** | |
| **TAX / VAT** | |
| **CASH ADVANCE (LESS)** | |
| **TOTAL DUE / REIMBURSE** | |

SUBMITTED BY SIGNATURE DATE

AUTHORIZED APPROVAL SIGNATURE DATE