



## **Expenses Policy and Claim Process**

BMCDS Committee empowers, through this policy the Production Team to recover costs directly associated with a Production, where such cost is part of a BMCDS Committee Approved Production Budget. Items such as but not limited to:

1. Props
2. Set
3. Costume
4. Wigs / Make up
5. Marketing
6. Advertising

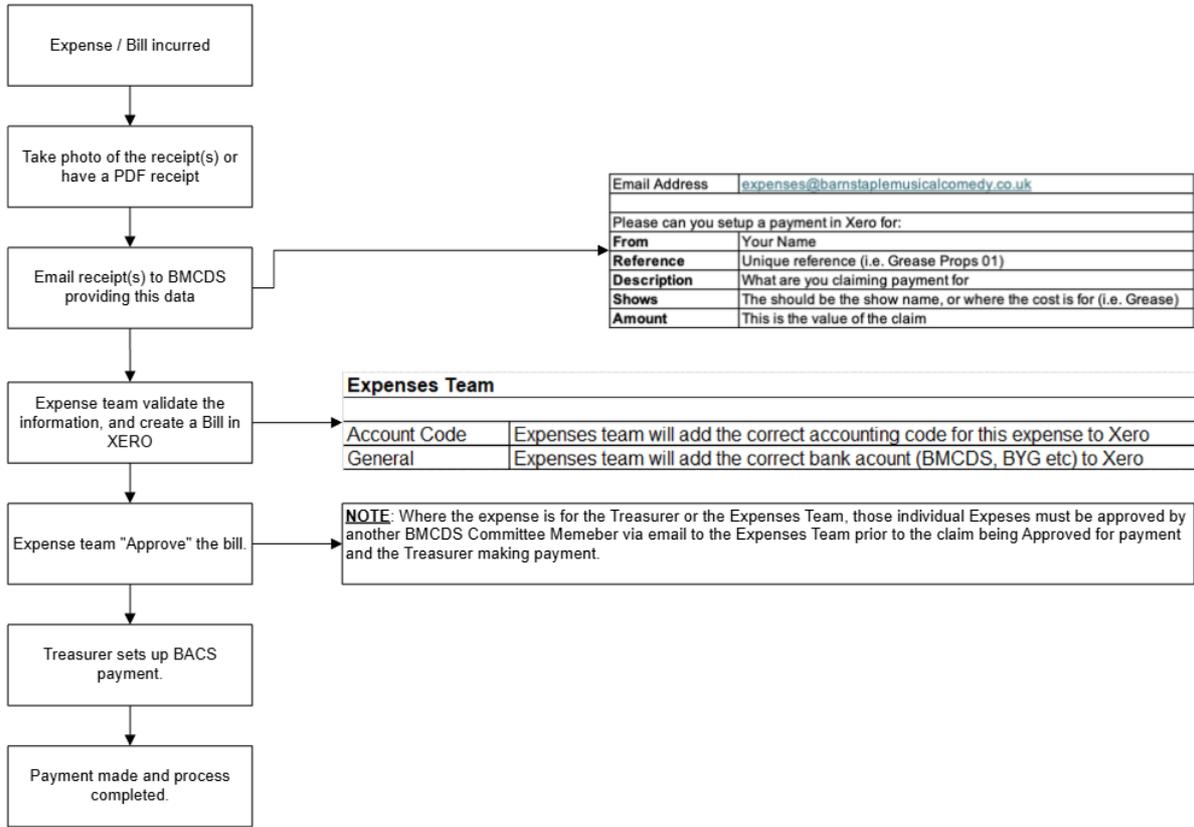
Where the Production Team wish to incur cost that is outside of the Approved Production Budget, the Production Team will gain Committee Approval (in writing via email) prior to incurring the cost, that the additional cost has been approved. That will then enable the Production Team to recover that additional cost via this Expenses Policy.

### **Approval Limits**

- Up to £100 by a member of the Production Team
- Between £101 and £500 by 1 member of the Production Team and 1 committee member
- Over £500 by full committee

Claims must be processed via this policy and appropriately approved as indicated above before the Expenses are paid by the Treasurer.

The process flow is shown below:



Payment will typically be made within 3-5 working days by BACS payment, by the Treasurer, once the Bill on Xero has been approved.