

CTIP Expense Compensation Policy

I. Purpose

This policy establishes clear guidelines for reimbursable expenses incurred by individuals participating in CTIP programming, including staff, volunteers, and contractors. It ensures responsible financial stewardship while supporting the operational and artistic needs of CTIP productions.

II. General Principles

- CTIP does **not offer travel reimbursement as a standard benefit**.
 - All reimbursed purchases must be:
 - **Pre-approved** or meet criteria outlined below
 - **Supported by itemized receipts**
 - **Used exclusively for CTIP purposes**
 - CTIP will **not reimburse purchases of property** that will not be **solely owned by CTIP**.
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III. Travel Reimbursement Criteria

Travel expenses may be reimbursed **only if**:

- The participant resides **outside a 30-mile radius** from the event or rehearsal location.
- The CTIP Board approves a **reasonable exception**, such as:
 - A **looped travel route** that exceeds 30 miles in total
 - A unique hardship or accessibility need

CTIP will not reimburse hotel stays under any circumstances.

IV. Reimbursable Expense Categories

A. Direct Production Purchases

These are items used **exclusively onstage or in the production**:

- Costumes
- Props
- Set pieces

- Technical equipment (e.g., microphones, lighting gels)

Note: Items must be **retained by CTIP** post-production to qualify.

B. Indirect Operational Purchases

These include:

- **Meals** for large groups (up to **\$200** per event)
- **Travel** (as defined in Section III)
- **Medical supplies** (e.g., first aid kits)
- **General operational materials** (e.g., office supplies, cleaning products)

Meal reimbursement rules:

- No reimbursement for **individual meals**
 - Up to **\$20** may be reimbursed **per child** if they miss one of their three daily meals due to CTIP programming
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V. Approval and Documentation

- All expenses must be submitted with:
 - **Itemized receipts**
 - **Brief description** of purpose and use
 - Requests must be submitted within **30 days** of purchase
 - CTIP reserves the right to deny reimbursement for:
 - Unapproved purchases
 - Items not used exclusively for CTIP
 - Expenses exceeding reasonable thresholds
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VI. Ownership and Asset Retention

CTIP will not reimburse purchases of equipment or materials that:

- Are **claimed by individuals** after the production
- Are **not stored or retained** by CTIP for future use

Example: A smoke machine purchased for a show will not be reimbursed if the purchaser retains ownership after the production.

VII. Policy Review

This policy will be reviewed annually by the CTIP Board and updated as needed to reflect operational changes and financial best practices.