



# Film Production Incentive Program - Rebate Expenditure Report (RER)

St. Louis County, Minnesota

FORM 9004

Send Report to: admin@uppermidwestfilmtv.org; www.uppermidwestfilmtv.org; Contact: (218) 461-1628

## PROJECT DETAILS

PRODUCTION TITLE	
PRODUCTION COMPANY	
COMPLETED BY (Name/Title)	
CONTACT PHONE	
CONTACT EMAIL	



ENTITY NUMBER (#)	
PROJECT NUMBER (#)	
QUEUE NUMBER (#)	
QUALIFIED COUNTY SPEND	
CERTIFIED REBATE AMOUNT (\$)	
CERTIFICATION DATE	

## DISTRIBUTION TO

PRODUCTION COMPANY	
FILM OFFICE (UMFO)	
ST. LOUIS COUNTY, MN	

## ST. LOUIS COUNTY EXPENDITURES

	COUNTY SPEND
1. Lodging	\$ -
2. Transportation	\$ -
3. Personnel	\$ -
4. Legal Fees	\$ -
5. Per Diem and Lodging Allowances	\$ -
6. Payroll Processing	\$ -
7. Sets, Props and Wardrobe	\$ -
8. Production Office Rental	\$ -
9. Studio/Soundstage Rental	\$ -
10. Equipment Rental	\$ -
11. Digital Media and Storage Devices	\$ -
12. Food and Catering	\$ -
13. Location expenses	\$ -
14. Editing and Related Post Production	\$ -
15. Other Direct Costs	\$ -
<b>Total St. Louis County Expenses</b>	\$ -
<b>Estimated Rebate (Reimbursement)</b>	<b>\$ -</b>

## QUALIFIED ST. LOUIS COUNTY SPEND - SUMMARY

1. ORIGINAL QUALIFIED COUNTY SPEND SUM	\$ -
2. ADJUSTED QUALIFIED COUNTY SPEND (-)	\$ -
3. UPDATED QUALIFIED SPEND (Line 1-2)	\$ -

## SIGNATURES

By submitting this request for payment, the Production Company certifies that to the best of the Production Company's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with St. Louis County Film Production Incentive Program guidelines, that all amounts have been paid by the Production Company and that current payment shown herein is now due.

### PRODUCTION COMPANY

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Date: \_\_\_\_\_

By submitting this request for payment, the Production Company Authorized Agent certifies that to the best of the Authorized Agent's knowledge, information and belief the Work covered by this Application for Payment by the Contractor has been completed in accordance with the St. Louis County Film Production Incentive Program guidelines and that current payment shown herein is now due.

### AUTHORIZED SIGNER

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Date: \_\_\_\_\_



# SUBMISSION INSTRUCTIONS

St. Louis County, Minnesota

**Send Report to:** [admin@uppermidwestfilmtv.org](mailto:admin@uppermidwestfilmtv.org); [www.uppermidwestfilmtv.org](http://www.uppermidwestfilmtv.org); Contact: (218) 461-1628

Read all materials before you start production, follow directions and contact UMFO immediately if you have any questions, Documentation not submitted in the requested format will be returned and reimbursement delayed.

<b>Certification Period-Receipts</b>	The invoice date or receipt date AND the date of work or services performed must be <b>within the certification period</b> or it will not be eligible for reimbursement.
<b>Receipt Legibility</b>	Receipts must be <b>legible and scanned clearly</b> . DO NOT tape over or highlight information printed on the receipt. DO NOT fold receipts. Entire receipt must be visible or it will be rejected. If expense documentation is illegible, the expense will not be reimbursed.
<b>Receipt Information</b>	All invoices and receipts must include a <b>date, St. Louis County address, amount, and location</b> . Copies of invoices and receipts should be attached in the same order as listed on the expenditure report and numbered to correspond (i.e. first receipt or invoice for Lodging should be labeled as 1-1, second receipt or invoice 1-2, etc.). DO NOT list a group of expenses as one total with notation to "see Petty Cash" or submit petty cash envelopes. Zip code where purchase was made MUST be included in order to determine reimbursement eligibility.
<b>Receipt Category</b>	List each individual expenditure (vendor or payee) in the <b>appropriate category by date</b> of this expenditure report with the individual receipt amount. The total amount of each invoice including sales tax should be listed on the expenditure report AND sales tax should be listed separately in the appropriate column.
<b>Personnel or Talent</b>	When payee is St. Louis County personnel or talent, their home address must be listed in the designated column on the expenditure report. The number of days worked must be reported in the appropriate column in the Personnel and Talent sections. DO NOT list payroll as one total. Payments to individuals must be broken out by each individual not submitted as a lump sum for the entire run of production. If using a non-SLC payroll company, handling fees must be deducted. Please black out social security numbers from all documents submitted. Production should retain a copy of proof of residency for all personnel and talent.
<b>Alcohol and Tobacco</b>	Alcohol and tobacco expenditures are not allowed even if purchased as a prop. Meal receipts should be itemized. Credit card copies are not enough and non-itemized receipts may be rejected.
<b>Submission</b>	Submit completed expenditure report in electronic format (excel) and documentation (invoices and receipts) as scanned PDF's.
<b>Submission</b>	Additional information may requested at any time in order to verify an expense. All books, records, documents, accounting procedures and practices relevant to the reimbursement are subject to examination by St Louis County or its program administrator. Consult with a tax advisor regarding the tax implications of reimbursement.
<b>Public Disclosures</b>	All St. Louis County Film Production Incentive Program application and expenditure materials are subject to public disclosure per MN Statutes Chapter 13.



# 1



# LODGING

## Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Lodging expenditures in St. Louis County (including rentals – not to exceed federal U.S. General Services Administration and Internal Revenue Service guidelines).

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Number of Room Nights
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>				<b>-</b>



Add additional lines if needed

### REMINDERS

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.



# Transportation Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Transportation expenditures in St. Louis County (including rentals and mileage – not to exceed federal U.S. General Services Administration and Internal Revenue Service guidelines – must submit mileage log, parking, fuel for generators and rental vehicles only.)

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Home Address (If Employee Mileage)
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>				-

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*Add additional lines if needed*

**REMINDERS**

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# Personnel

## Expenditures in St. Louis County, Minnesota

Eligible Production Expenditures (for Reimbursement): Personnel, crew, and production personnel from St. Louis County labor force (including fringe benefits).

#	Name Paid To (List Total for Each Individual Separately)	Total Amount (\$)	# Days Worked	Position	Invoice #	Pay date	Street Address (No PO Box)	City	Zip Code
1		\$ -	-						
2		\$ -	-						
3		\$ -	-						
4		\$ -	-						
5		\$ -	-						
6		\$ -	-						
7		\$ -	-						
8		\$ -	-						
9		\$ -	-						
10		\$ -	-						
11		\$ -	-						
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14		\$ -	-						
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27		\$ -	-						
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29		\$ -	-						
30		\$ -	-						
31		\$ -	-						
32		\$ -	-						
33		\$ -	-						
34		\$ -	-						
35		\$ -	-						
36		\$ -	-						
37		\$ -	-						
38		\$ -	-						
39		\$ -	-						
40		\$ -	-						
<b>Total</b>		\$ -	\$ -						

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Add additional lines if needed

**REMINDERS**

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.
- 4 Provide a detailed payroll summary for each individual by date and hours worked.

**4**



# Legal Fees

Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Legal fees paid to St. Louis County law firms relating to production contracts (e.g., labor contracts, licensing rights, etc. are allowed).

#	Name Paid To	Total Amount (\$)	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -				
2		\$ -				
3		\$ -				
4		\$ -				
5		\$ -				
6		\$ -				
7		\$ -				
8		\$ -				
9		\$ -				
10		\$ -				
11		\$ -				
12		\$ -				
13		\$ -				
14		\$ -				
15		\$ -				
16		\$ -				
17		\$ -				
18		\$ -				
19		\$ -				
20		\$ -				
<b>Total</b>		<b>\$ -</b>				



Add additional lines if needed

**REMINDERS**

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- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.

**5**



# Per Diem and Lodging Allowances

## Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Per diem and lodging allowances are reimbursable to all paid personnel, both St. Louis County resident and non-resident, but only while working in St. Louis County. If paid in cash, payee's signature is required. Allowances per U.S. General Services Administration Per Diem rates for local area.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Invoice #	Pay date	Street Address (No PO Box)	City	Zip Code
1		\$ -					
2		\$ -					
3		\$ -					
4		\$ -					
5		\$ -					
6		\$ -					
7		\$ -					
8		\$ -					
9		\$ -					
10		\$ -					
11		\$ -					
12		\$ -					
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29		\$ -					
30		\$ -					
31		\$ -					
32		\$ -					
33		\$ -					
34		\$ -					
35		\$ -					
36		\$ -					
37		\$ -					
38		\$ -					
39		\$ -					
40		\$ -					
<b>Total</b>		<b>\$ -</b>					

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*Add additional lines if needed*

**REMINDERS**

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.



# Payroll Processing

## Expenditures in St. Louis County, Minnesota

Eligible Production Expenditures (for Reimbursement): Payroll processing fees paid to a St. Louis County payroll company.

#	Name Paid To	Total Amount (\$)	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -				
2		\$ -				
3		\$ -				
4		\$ -				
5		\$ -				
6		\$ -				
7		\$ -				
8		\$ -				
9		\$ -				
10		\$ -				
11		\$ -				
12		\$ -				
13		\$ -				
14		\$ -				
15		\$ -				
16		\$ -				
17		\$ -				
18		\$ -				
19		\$ -				
20		\$ -				
<b>Total</b>		<b>\$ -</b>				

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*Add additional lines if needed*

### REMINDERS

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.





# Sets, Props, Wardrobe

Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Sets, props and wardrobe including set construction, materials, purchases and rentals (including box rentals) paid to a St. Louis County company.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>				



Add additional lines if needed

### REMINDERS

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.



# Production Office Rental

## Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Production office rental (short term only) in St. Louis County, production office equipment rental and production office supplies paid to a St. Louis County company

#	Name Paid To	Total Amount (\$)	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -				
2		\$ -				
3		\$ -				
4		\$ -				
5		\$ -				
6		\$ -				
7		\$ -				
8		\$ -				
9		\$ -				
10		\$ -				
11		\$ -				
12		\$ -				
13		\$ -				
14		\$ -				
15		\$ -				
16		\$ -				
17		\$ -				
18		\$ -				
19		\$ -				
20		\$ -				
<b>Total</b>		<b>\$ -</b>				



Add additional lines if needed

### REMINDERS

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.



# Studio/Soundstage Rental

Expenditures in St. Louis County, Minnesota

Eligible Production Expenditures (for Reimbursement): Studio/soundstage rental paid to a St. Louis County company.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>				

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Add additional lines if needed

**REMINDERS**

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.



# Equipment Rental

Expenditures in St. Louis County, Minnesota

Eligible Production Expenditures (for Reimbursement): Equipment rental including camera, grip, lighting and expendables paid to a St. Louis County company.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		\$ -	\$ -				

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Add additional lines if needed

**REMINDERS**

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.



# Digital Media, Storage Devices and Related Processing

Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Digital media and storage devices and related processing including film transfer and dailies paid to a St. Louis County company.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		\$ -	\$ -				



Add additional lines if needed

**REMINDERS**

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.



# Food and Catering

## Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Food and catering expenses including craft service, working meals and crew meals paid to a St. Louis County company. Alcoholic beverages are not eligible for reimbursement. Itemized receipts are required.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>				



Add additional lines if needed

**REMINDERS**

- 1 Scan receipts in same order as listed above.
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- 3 Receipt location in County must be able to be verified.



# Location

## Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Location expenses including location and permit fees paid to a St. Louis County location.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>				

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*Add additional lines if needed*

**REMINDERS**

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
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# Post Production

## Expenditures in St. Louis County, Minnesota

**Eligible Production Expenditures (for Reimbursement):** Editing and related post production expenses, including legal fees relating to post production (e.g., labor contracts, licensing of music, etc.) paid to a St. Louis County company.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
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12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		\$ -	\$ -				

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*Add additional lines if needed*

**REMINDERS**

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.





**Other**

**Expenditures in St. Louis County, Minnesota**

**Eligible Production Expenditures (for Reimbursement):** Other direct costs of producing or post production work paid to a St. Louis County company.

#	Name Paid To	Total Amount (\$) Including Sales Tax	Sales Tax	Invoice #	Invoice Date	Zip Code (where purchase was made)	Description
1		\$ -	\$ -				
2		\$ -	\$ -				
3		\$ -	\$ -				
4		\$ -	\$ -				
5		\$ -	\$ -				
6		\$ -	\$ -				
7		\$ -	\$ -				
8		\$ -	\$ -				
9		\$ -	\$ -				
10		\$ -	\$ -				
11		\$ -	\$ -				
12		\$ -	\$ -				
13		\$ -	\$ -				
14		\$ -	\$ -				
15		\$ -	\$ -				
16		\$ -	\$ -				
17		\$ -	\$ -				
18		\$ -	\$ -				
19		\$ -	\$ -				
20		\$ -	\$ -				
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>				

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*Add additional lines if needed*

**REMINDERS**

- 1 Scan receipts in same order as listed above.
- 2 Scan must be legible.
- 3 Receipt location in County must be able to be verified.