



FROM:

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Effective:
Immediately

2023 PER DIEM POLICY

POLICY STATEMENT:

A flat \$60 per diem reimbursement will be provided to all cast and crew for each full day of "away-from-home" travel. You will be notified prior to the start of the production if you qualify for a per diem reimbursement. If you are unsure if a production will be providing a per diem reimbursement, please consult your production deal memo or ask your on site producer.

REIMBURSEMENT:

When eligible for a reimbursement, you must add a single line item of \$60 to each individual day you were away for work. We can no longer accept lump sum per diem totals. To request reimbursement for per diem expenses, go to your Wrapbook Profile, click on the applicable production page, and select "Per Diem" from the menu.

Timecards & Expenses

Manage worker's timecards and expenses for the week of work.

Week: Mar 5 - 11, 2023

The screenshot shows a user interface for managing timecards and expenses. On the left, a box labeled 'Timecards' shows '2/2 Timecards created' with a link to 'Add timecard'. On the right, a section titled 'Add an item' contains several buttons: 'Kit/Box Fees', 'Mileage Non-Taxable', 'Per Diem' (highlighted with a yellow circle), 'COVID Stipend Taxable', 'Other Non-Taxable', and 'Invoice'.

If you have any trouble adding line items to your timecard please contact Victoria Grant by email: Victoria@MKGXR.com.

NON-REIMBURSABLE TRAVEL EXPENSES:

The following items will not be reimbursed by MKGXR Productions, LLC

- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location, within the 30 mile zone.
- Costs incurred by cast or crew failing to adhere to parking or street sweeping regulations.
- Costuming, dry cleaning, haircuts or personal grooming.
- Passports, Real ID's, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, WiFi, health club facilities, hotel pay-per-view movies, social activities, and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not related to business travel.

For Additional Information See:

1. [Wrapbook CAST Onboarding Packet](#)
2. [Wrapbook CREW Onboarding Packet](#)

If you have any questions about your per diem eligibility, applicable travel days, or how to add line items to your Wrapbook timecard, please feel free to contact Victoria@MKGXR.com