

PRODUCTION TAX CREDIT - EXPEDITURE REPORT TEMPLATE and will need to be completed and emailed back to [dbedt.film.incentives@hawaii.gov](mailto:dbedt.film.incentives@hawaii.gov).

See Guidance Below:

SUMMARY Tab

- All totals for categories should be added here.
- The grand total should match the total spend you listed on the portal \$XXXXX

	HPR CATEGORY	TOTAL	TOTAL in State	Out-of-State Vendor List	Total	REVIEWED
<b>#9 EXPENDITURE BREAKDOWN</b>						
	Air Travel					
	Construction					
	Equipment Rentals					
	Purchase of Materials					
	Warehouse/Storage					
	Business/Professional Service					
	F&B - Catering					
	Hotel/ Accommodations					
	Other:					
	Other:					
	Other:					
	Other:					
	Other:					
			\$0.00	\$0.00	\$0.00	
<b>#10 EXPENDITURE BREAKDOWN - PAYROLL AMOUNT BY CATEGORY</b>						
	Personnel (1099) Above the Line					
	Personnel (W-2) Above the Line					
	Personnel (1099) Below the Line					
	Personnel (W-2) Below the Line					
	Crew (CREW)	CREW				
	<b>GRAND TOTAL</b>		\$0.00	\$0.00	\$0.00	

## Category Tabs

- Categories should match what was provided on the portal.
- Please be sure amounts match to the penny.
- Each tab should have line items totaling to the amount shown on the SUMMARY tab.
- HFO is aware that each production has their own templates of how expenses are tracked.
  - Categories are blank to allow filers to submit how they see fit.
  - We ask that the below columns are included
    - Invoice#
    - Invoice Date
    - Original Amount
    - Adjusted Amount (If adjusted by AUPR)
    - Detail/Description of Expense
    - Vendor/Employee Name
    - Payroll Only – Gross Amount
    - Payroll Only – Net Amount

### Hawaii Qualified Expenditures by Category

Year 1 - Expenditures by Category		
<b>Air Travel</b>		
\$ Purchased in Hawaii	100,000.00	\$ Imported/Out of State
		\$ Total 100,000.00
<b>Construction</b>		
\$ Purchased in Hawaii	300,000.00	\$ Imported/Out of State
		\$ Total 300,000.00
<b>Equipment Rentals</b>		
\$ Purchased in Hawaii		\$ Imported/Out of State
		\$ Total 0.00
<b>Purchase of Materials</b>		
\$ Purchased in Hawaii		\$ Imported/Out of State
		\$ Total 0.00
<b>Warehouse/Storage</b>		
\$ Purchased in Hawaii		\$ Imported/Out of State
		\$ Total 0.00
<b>Business/Professional Service</b>		
\$ Purchased in Hawaii		\$ Imported/Out of State
		\$ Total 0.00
<b>F&amp;B/Catering</b>		
\$ Purchased in Hawaii		\$ Imported/Out of State
		\$ Total 0.00
<b>Hotel/Accommodations</b>		
\$ Purchased in Hawaii		\$ Imported/Out of State
		\$ Total 0.00
<b>Payroll</b>		
\$ Purchased in Hawaii	100,000.00	\$ Imported/Out of State
		\$ Total 100,000.00

HPR CATEGORY		TOTAL	TOTAL in State	Out-of-State Vendor List	Total	REVIEWED
<b>#9 EXPENDITURE</b>						
Saved to this PC						
Air Travel						
Construction						
Equipment Rentals						
Purchase of Materials						
Warehouse/Storage						
Business/Professional Service						
F&B - Catering						
Hotel/ Accommodations						
Other:						
Other:						
Other:						
Other:						
Other:						
			\$0.00	\$0.00	\$0.00	
<b>#10 EXPENDITURE BREAKDOWN - PAYROLL AMOUNT BY CATEGORY</b>						
Personnel (1099) Above the Line						
Personnel (W-2) Above the Line						
Personnel (1099) Below the Line						
Personnel (W-2) Below the Line						
Crew (CREW)						
CREW			-	-	-	
<b>GRAND TOTAL</b>			\$0.00	\$0.00	\$0.00	

Once this step is completed, HFO will respond back to you a doc request email for specific line items.