

EXPENSE REPORT

To: Music Teachers' Association of California, San Fernando West Valley Branch

From: _____

Activity: _____ **Month:** _____ **Year:** _____

EXPENSES <u>DATE</u>	EXPENSES <u>TO</u>	<u>INVOICE / RECEIPT</u> <u>No.</u>	EXPENSES <u>AMOUNT</u>
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Total			.

Record all transactions. Submit this form to the Board for its next meeting.
Attach all receipts and/or invoices.

I request reimbursement for expenses incurred which I have listed above.

Remarks:

Signature

Officer/Chairperson
Authorization Signature