

PMTA- Westmoreland Chapter

Reimbursed Expenses

Name: _____

DATE	CATEGORY	AMOUNT	EXPLANATION
	Administrative incl. all supplies and expenses not directly related to other categories		
	Advertising		
	Budget		
	Certification		
	Composition		
	Dorothy Sutton		
	Historian		
	Investments		
	Librarian		
	Membership		
	Meetings		
	Music Achievement Festival (MAF)		
	Publications incl. yearbook, newsletters, teacher list, etc and related postage		
	Recitals incl. program printing		
	Scholarships MAAGS		
	Sonatina		
	Spotlight Series		
	Travel		
	Workshops		

TOTAL _____

Check Number _____

Please enter your expenses in the appropriate category and provide a brief explanation of your expenses. Receipts for your incurred expenses must be submitted with this form within 90 days in order to be reimbursed. Checks must be cashed within 6 months of receipt and no checks will be reissued after 6 months.