

AMTA – Texas Chapter Reimbursement Request for General Expenses

For Expenses In Connection With: _____

Date of Event: _____

Payable To (Name): _____

Mailing Address: _____

Postage or Shipping: \$ _____

Copying, Duplicating or Printing: \$ _____

Services: \$ _____

Telephone: \$ _____

Supplies: \$ _____

Other Itemized Expenses: \$ _____

YOU MUST SUBMIT ORIGINAL RECEIPTS FOR REIMBURSEMENT

This form and original receipts must be received no later than 90 days after the date the expense was incurred; forms sent in after the deadline will not be reimbursed. Credit card receipts or cancelled checks alone are insufficient. Travel Expenses should NOT be included on this form, but should be entered on the Travel Expense Reimbursement Form.

I personally made the purchases described above for the benefit of the AMTA –Texas Chapter, and I have met all the requirements, as may have been set forth by the Board of Directors, that are necessary to earn this reimbursement. (casting a vote, writing a report, earning CEU's, etc.)

Signature _____ **Date** _____