



OREGON
MUSIC TEACHERS
ASSOCIATION

Teacher Reimbursement Form

Tualatin Valley District

Fill out and submit this form to the district Treasurer when requesting reimbursement for personal expenses related to TVOMTA events, festivals or meetings.

Date	
For what event, festival or meeting	
To be paid to	
Address	
Email	
Phone	
TOTAL Requested	
<p>Receipts are required for reimbursement. Please write directly on the receipt what it was for if not clearly marked. Either scan and email your receipts and this form, or copy your receipts and send the copies and this form to: Lorraine Alner, District Treasurer</p> <p>See OMTA member directory for Lorraine's email or address.</p>	

Signature: _____ Date: _____

Add any notes of explanation here: