

# Nebraska Music Teachers Association

## *Expense Report*

Name:  
Title:  
Address:  
City:  
Email

Date	Description	Amount
	<b>TOTAL:</b>	

Receipts must be attached to expense form. If you are emailing, scan your receipts and attach to email as a PDF or a JPEG.

Expenses must be submitted in the calendar year of the event and reimbursement checks for those expenses must be cashed in the calendar year of the event. If these stipulations aren't met, the expenses will not be reimbursed, and/or checks given for these expenses will not be honored.

Send or email to:  
Ruth Meints, NMTA Treasurer  
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Omaha, NE 68124  
Email: [rameints66@gmail.com](mailto:rameints66@gmail.com)