



International Trombone Association

Dedicated to the Advancement of Trombone Performance, Pedagogy, Literature and Research

ITA LOCAL CHAPTERS EXPENSE REIMBURSEMENT FORM

ITA makes available funds to Local Chapters to assist in expenses associated with their activities. **ALL** expenditure must be approved by the Local Chapters Coordinator at least 30 days in advance and will not exceed \$100. The funding must be matched on a 50:50 basis, with the other half being contributed by a local sponsor or the chapter members themselves. ITA will not cover fees to visiting artists, but contributions may be made towards visiting artist's travel or housing costs, event room hire, marketing materials (e.g. flyers/advertising) or sheet music. Funds may not be used to purchase food or drink.

All expenses and invoices for payment by ITA must be sent to the following address. Please post, fax or e-mail (Adobe Acrobat PDF files) invoices and/or receipts with this form to:

International Trombone Association, 1 Broomfield Road, Coventry, ENGLAND, CV5 6JW
Fax: (888) 236-6242
accounts@trombone.net

ITA is a registered 'Not for Profit Organization' No: 23-7306397 which may entitle you to discounts or non-payment of Sales Tax. Please check when ordering or purchasing on behalf of ITA. A copy of our IRS determination letter is available on request.

PRINT IN BLOCKED CAPITALS

PERSON / COMPANY TO BE PAID: _____

ADDRESS FOR CHECK TO BE SENT TO: _____

YOUR TEL: _____ FAX: _____

YOUR E-MAIL: _____

TOTAL EXPENDITURE \$ _____

AMOUNT FUNDED BY CHAPTER/SPONSOR \$ _____

Must be at least 50% of total expenditure of item

AMOUNT PAYABLE BY ITA \$ _____

PLEASE **ATTACH ALL RECEIPTS/INVOICES**

OFFICE USE ONLY BUDGET CODE: _____ AMOUNT: _____

EXEC DIR APPROVAL: _____ DATE: _____

LOCAL CHAPTER COORD APPROVAL: _____ DATE: _____

NOTES: _____

CHECK NO: _____ CHECK DATE: _____ DATE SENT: _____