



OTTAWA ART ASSOCIATION

Expense Form

Submitted by: _____

Cheque payable to: _____

Date submitted: _____ Event: _____

Please provide an itemized account and attach receipts to the back of this form.

If unable to provide receipts please explain why the expenses were incurred and whether they were approved:

Itemized Account

Cost

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ \$ _____

Total claimed \$ _____

Signature: _____

Cheque issued to: _____

Cheque number: _____ Dated: _____

Issued by: _____

Position on Exec: _____