

TMTA/TMTEF EXPENSE REPORT

NAME _____

EMAIL _____ TELEPHONE _____

ADDRESS _____

CITY _____ ZIP _____

TMTA OFFICE/COMMITTEE _____

DATE	EXPENSE (Must have receipt attached)	AMOUNT
	PHONE CALLS*	

TOTAL _____

TMTA WILL NOT REIMBURSE FOR SALES TAX. TAX EXEMPT FORMS ARE AVAILABLE.

Please verify the expense incurred with a statement or receipt for the auditor. Telephone bills with TMTA business calls clearly marked, must be enclosed.

*Report long distance telephone expenses on the reverse side of this sheet. Telephone bills with TMTA business calls clearly marked, must be enclosed.

RETURN FOR PAYMENT TO:

Sharon Callahan
Vice President of Business Activities
22 Quail Rock Place
The Woodlands, TX 77381