



TERRACE LITTLE THEATRE EXPENSE CLAIM FORM

NAME:		DATE:	
PHONE #:		EMAIL:	

If you wish the cheque to be mailed please provide the address below

ADDRESS:	

- Receipts are required for all items.
- Number your receipts in the lower right hand corner and put the receipt number next to each item.
- Choose the appropriate category given below for each item.

Receipt #	Amount \$	Item Description	Event	Category
TOTAL		GST TOTAL		
		PST TOTAL		

Copying	5020	Set Construction	5010	Equip Repair	5810	Theatre Maint	5810
Janitorial Supplies	5700	Props	5130	Office Supply	5760	Grounds Maint	5810
Advertising	5605	Royalties	5080	Training	5670	Rent TLT	5793
Courier/Post	5645	Scripts	5180	Green Room	5680	Rent Non-TLT	5795
Fundraising cost	5675	Costumes	5040	W/H Maint	5812	Snow Removal	5805
Hospitality	5685	Ticket Stock	5200	Entertainers	5060	Lights & Sound	5085