

Ottawa Little Theatre
400 King Edward Avenue Ottawa ON
STATEMENT OF EXPENSE FORM

Date	Play	Dept
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1. Please attach receipts to this form. Include your address and phone number.
2. Indicate whether payment is to be mailed or whether you will pick it up at the Box Office.
3. No statement of expenses will be reimbursed UNLESS it has been approved by the Technical Director, indicated by their signature on the line below.
4. Purchases or costs incurred for items costing \$200.00 or more require the prior approval of the Technical Director or the Production Manager - as do any expenditures that exceed the budget for your department.

Item	HST as shown on bill	Total Amount of Bill

Cheque for:	Approved by
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Please make sure that only OLT expenses are on the receipts
 Do not mix in personal items on the same receipt.

Phone:	Should payment be left in the Box Office:
Address:	Yes____ No____