

West-MEC Invoice

CTSO National Travel Reimbursement

Date Submitted : _____

District: _____

High School: _____

CTSO: DECA EdRising FBLA FCCLA
(Please circle) FFA HOSA SkillsUSA

Sub-category: _____

- West-MEC Invoice completed & signed
 - Copy of bill for conference registration fees
 - Copy of bill for hotel & airfare (\$300 max per student)
 - Copy of district travel reimbursement claim (advisor)*
 - Copy of bill & payment for rental car/bus/cab fare (advisor)
 - Copy of district purchase orders for all above purchases
 - List of attendees (students must have qualified to attend)
- *West-MEC only reimburses costs for 1 advisor to attend

Advisor Name: _____

Location of National Conference _____

Date(s) of Competition: _____

Reimbursement	Quantity	Price	Total
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Documentation must be included for each of the following:

Student Registration (may not include food):

	\$	\$
	\$	\$

Student Travel: (hotel & airfare - \$300 max)

Advisor Registration (may not include food):

Advisor Hotel:

Advisor Travel: (airfare- include district travel expense form)

Advisor Ground Transportation (rental car, taxi fare, etc.):

Total Reimbursement:

 Local Director Signature

Date Received by West-MEC: _____

PO# _____

Amount Approved: _____

Approved by: _____