

# 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: \_\_\_\_\_