

In-State Events *(each chapter may attend 2 events)*

- West-MEC Invoice completed and signed
- Copy of bill for conference registration fees *(max fee of \$95.00 per student)*
- Copy of district purchase order
- List of advisor(s) and student attendees *(chaperones are not a covered expense)*

National Travel

- West-MEC Invoice completed and signed
- Copy of bill for conference registration fees
- Copy of bill for hotel and airfare *(\$300.00 max cost for student travel)*
- Copy of district travel reimbursement claim OR copies of receipts for all district allowable purchases
- Copy of bill and payment for ground transportation *(advisor only)*
- Copy of district purchase orders for all of the above purchases
- List of attendees (students must have qualified to attend the national competition)

**West-MEC only reimburses the costs for 1 advisor per chapter to attend national competitions.*

DUE DATES:

February 15, 2016 – All Fall semester CTSO reimbursements due

June 15, 2016 – All Spring semester CTSO reimbursements due (with the exception of June travel)
Affiliate Award applications due

July 15, 2016 – Any national travel reimbursements from June events