

West-MEC Invoice

CTSO In-State Event Reimbursement

Date Submitted : _____

District: _____

West-MEC Invoice Completed and signed

High School: _____

Copy of bill for registration fees (\$75 max per student)

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

Copy of district purchase order

Sub-category: _____

List of student & advisor attendees
 (chaperones not a covered expense)

Advisor Name(s): _____

Event Title/Description: _____

Location of Event: _____

Date of Event: _____

Reimbursement for:	Quantity	Price	Total
Advisor Registration:			
Student Registration:			
Total Reimbursement:			

West-MEC will reimburse for registration only as outlined in the CTSO support instructions for Chapters who have been awarded the West-MEC CTSO Chapter Award for the 2017-18 school year.

Original Documentation must be provided with this invoice. (Original invoice, P.O., Registration Form, etc.)

Fall Semester Reimbursements due in February; Spring Semester Reimbursements due in June.

 Local Director Signature

Date Received by West-MEC: _____	PO# _____
Amount Approved: _____	1st event _____
Approved by: _____	2nd event _____