

West-MEC Invoice

CTSO National Travel Reimbursement

Date Submitted : _____

District: _____

High School: _____

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

Sub-category: _____

- West-MEC Invoice completed & signed
 - Copy of bill for conference registration fees
 - Copy of bill for hotel & airfare \$500 combined max per student
 - Copy of district travel reimbursemen 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 (up to \$125, may not include food):			
Student Travel (up to \$500 max; airfare/lodging):			
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: _____