

# 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:

<b>Student Registration</b> (up to \$125, may not include food):			
<b>Student Travel</b> (up to \$500 max; airfare/lodging):			
<b>Advisor Registration</b> (may not include food):			
<b>Advisor Hotel:</b>			
<b>Advisor Travel</b> (airfare - include district travel expense form):			
<b>Advisor Ground Transportation</b> (rental car, taxi fare, etc.):			
<b>Total Reimbursement:</b>			

\_\_\_\_\_  
 Local Director Signature

Date Received by West-MEC: _____	PO# _____
Amount Approved: _____	
Approved by: _____	