

West-MEC Invoice

CTSO National Travel Reimbursement

Date Submitted : _____

District: _____

High School: _____

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

- West-MEC invoice completed & signed
 - Copy of bill for conference registration fees
 - Copy of bill for hotel & airfare \$750 (combined 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 (chaperones are not a covered expense)

Advisor Name: _____

Location of National Conference: _____

Date(s) of Competition: _____

Reimbursement: (Documentation must be included for each of the following)

	Quantity	Price	Total
Student Registration: (up to \$125, <u>may not include food OR excursions</u>)			
Student Travel: (up to \$750 max; combined airfare/lodging)			
Advisor Registration: (<u>may not include food</u>)			
Advisor Hotel:			
Advisor Travel: (airfare - must include district travel expense form)			
Advisor Ground Transportation: (up to \$500 max; rental car, taxi fare, etc.)			
Total Reimbursement Request:			

Local Director Signature _____

For West-MEC USE ONLY

Date Received by West-MEC: _____ Ok to Pay _____

Amount Approved: _____ PO # _____

Approved by: _____ FY: _____