

West-MEC Invoice

CTSO In-State Event Reimbursement | 2 event maximum

Date Submitted : _____

District: _____

High School: _____

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

- West-MEC invoice completed and signed
- Copy of bill for registration fees (\$75 max per student)
- Copy of district purchase order
- List of student & advisor attendees
(chaperones are 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: <i>(\$75 max per student)</i>			

Total Reimbursement Request:

West-MEC will reimburse for registration only as outlined in the CTSO support instructions for Chapters who have applied for and have been awarded the West-MEC CTSO Chapter Award for the current 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

For West-MEC USE ONLY

Date Received by West-MEC: _____	Ok to Pay _____
Amount Approved: _____	PO # _____
Approved by: _____	FY: _____