

# West-MEC Invoice

## JROTC Reimbursement

Date Submitted: \_\_\_\_\_

District: \_\_\_\_\_

High School: \_\_\_\_\_

**Competition (please circle):**

Air Rifle/Drill Team

Adventure/Academic Team

Orienteering Team

Color/Honor Guard

Other

(Please list): \_\_\_\_\_

**Events (please circle):**

Curriculum in Action  
(CIA)

Field Training Exercise  
(FTX)

Junior Cadet Leadership  
(JCLC)

Field Days

Community Service

Other

(Please list): \_\_\_\_\_

West-MEC invoice completed and signed

Copy of bill for registration fee, travel and lodging expenses (up to \$2,500 per school year)

Copy of district purchase order

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

Advisor Name(s): \_\_\_\_\_

Competition/Event Title/Description: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Reimbursement for:	Quantity (Total Adv. OR Students)	Price	Total
<b>Advisor Expenses:</b>			
<b>Student Expenses:</b>			
<b>Total Reimbursement Request:</b>			

West-MEC will reimburse up to \$2,500 for registration, travel and lodging expenses for competitions and events only as outlined in the JROTC CTSO support instructions for Chapters who have applied for and have been awarded the West-MEC JROTC 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: _____