



First Steps Regional Interagency Coordinating Council (RICC)

Quarterly Invoice



Instructions: Due date for the invoice will be no later than 10 calendar days after the end of each month in which quarterly meeting was held.

SUBMIT INVOICES TO:	Missouri Department of Elementary & Secondary Education Special Education Funds Management P.O. Box 480 Jefferson City, MO 65102	
Invoice Number <small>(use a unique number with each invoice submitted):</small>		
Name of SPOE <small>(as listed on State Contract):</small>		
SPOE Region:		
RICC Quarterly Meeting Date:		
*Total Mileage Amount:	\$	
**Total Lodging:	\$	
***Total Meals:	\$	
GRAND TOTAL EXPENSES CLAIMED:	\$	
Provider Signature:		Date:
Employers Federal ID#:		
DESE USE ONLY		
DESE Approval:		
	Signature	Date
Accounting Information:		

* (7/1/05 rate 37.5 cents per mile; 7/1/06 rate 41.5 cents per mile):

**Can only claim if member was required to travel more than 75 miles one way and overnight stay was reasonably required, as determined by contractor

*** Can only claim if member stayed overnight or was in travel status a minimum of 12 hours (see Office of Administration Travel Regulations)