



First Steps State Agency "Event" Travel and Travel Related Expenses

ONLY 1 EVENT PER INVOICE

RICC
 SPOE Director Meeting
 State Event Travel Description: _____

Instructions: Due date for the invoice is *no later than 10* calendar days after the end of each month in which quarterly meeting or state event was held. Payment must be made within 60 days from date of event.

SUBMIT INVOICES TO:	Missouri Department of Elementary & Secondary Education Special Education Attn: Judy Goans 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:			
Quarterly / Event Meeting Date:			
Total miles and amount:	Miles	x	.37 = \$
Total lodging and amount:	Person(s)	x	Evening(s) = \$
Total person(s) - breakfast:	Person(s)	x	Breakfast = \$
Total person(s) - lunch:	Person(s)	x	Lunch = \$
Total person(s) - dinner:	Person(s)	x	Dinner = \$
GRAND TOTAL EXPENSES CLAIMED:	\$		
SPOE Representative Signature:			Date:
Employer Federal ID#:			
REIMBURSEMENT INSTRUCTIONS:			
RICC <u>MUST INCLUDE SIGN-IN SHEET WITH MILEAGE PER PERSON.</u>	SPOE Director Meeting <u>HOTEL RECEIPT MUST SHOW ZERO BALANCE</u>	State Agency "Event" <u>HOTEL RECEIPT MUST SHOW ZERO BALANCE</u>	
<ul style="list-style-type: none"> Mileage: 37 cents per mile (5/4/10) Hotel: 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. Use CONUS rate/guidelines. Meals: Can only claim if member stayed overnight or was in travel status a minimum of 12 hours. Use state travel regulations. 	<ul style="list-style-type: none"> Mileage: 37 cents per mile (5/4/10) Hotel: Can only claim if member was required to travel more than 50 miles one way. Use CONUS rate/guidelines. Meals: Can only claim if member stayed overnight or was in travel status a minimum of 12 hours. Use state travel regulations. 	<ul style="list-style-type: none"> Mileage: 37 cents per mile (5/4/10) Hotel: Can only claim if member was required to travel more than 50 miles one way. Use CONUS rate/guidelines. Meals: Can only claim if member stayed overnight or was in travel status a minimum of 12 hours. Use state travel regulations. 	
CONUS rate website: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943			
DESE USE ONLY			
DESE Approval:		Signature	Date
Accounting Information:			