

***2011-2012 Career Education Mentoring Program
Reimbursement Fact Sheet
for
First-Year Participants***

Fall Meeting, September 26, 2011, Truman Hotel, Jefferson City, Missouri

Mileage: 25 cents per mile. The reimbursement form may be found at <http://www.missouricareereducation.org/pd/mentoring/index.html>

Substitute: \$70.00 per day maximum. The reimbursement form may be found at <http://www.missouricareereducation.org/pd/mentoring/index.html>

Hotel reservations for participants traveling over two hours:

- Participants must make their room reservations by **September 12, 2011**.
- Call (573) 635-7171 and ask for the DESE Career Education Mentoring Program, Career Education Division (CED) block to arrive on September 25th.
- The room reimbursement is half the total charge with a maximum of \$32.00 per person. We encourage sharing a room with a colleague.
- Please be prepared to pay for your room when you check in. When checking out, be sure the hotel bill is in your name and shows a "0" balance. After submitting the appropriate reimbursement form, the Missouri Center for Career Education (MCCE) will process your payment.
- If you bring a copy of your school's tax exempt letter, you will not be charged state tax.

Mid-year program area meeting for all program areas

Mileage: 25 cents per mile

OR

Substitute: up to \$70.00 per day

Site visit - one visit per team for all program areas is expected

Mileage: 25 cents per mile

AND

Substitute: up to \$70.00 per day