

Instruction for Travel Reimbursement by DESE When Attending Professional Development Workshops

Instructions for Requesting Lodging and/or Mileage:

- Prior to a PD workshop, programs must complete the PD Travel Request Form to request lodging and/or mileage.
- The PD Travel Request Form must be submitted to DESE for review and approval at least 7 days prior to the workshop to ensure lodging and/or mileage reimbursement. Once reviewed, DESE will send it back to the program indicating approval. *Submit the PD Travel Request Form to Sara Essary at Sara.Essary@dese.mo.gov
- For Reimbursement through DESE individuals must be registered on Missouri Buys. *Please register at missouribuys.mo.gov/registration.html vendor instructions can be found in the form of a video as well as a document at top of the webpage. In addition to this you must also complete a Monthly Expense Report and Invoice form. When you register for a Professional Development Workshop an e-mail will be sent to you with this information including the two documents and Missouri Buys information mentioned above. Please note that you only need to register in Missouri Buys once. However, the Monthly Expense Report and Invoice Form must be filled out and returned to DESE if *any* mileage or lodging is being claimed in order to be reimbursed for all PD opportunities.
- After the workshop has occurred, "Monthly expense report" and "Invoice form" from Sara.Essary@dese.mo.gov. Missouri Buys and the two documents must be filled out and submitted to DESE within 30 days of the workshop in order to have program participants' mileage and lodging paid.

Mileage Reimbursement Rules for Participants:

1. Mileage will be reimbursed at the local program's per mile rate, but not to exceed \$.43 per mile.
2. Mileage will be reimbursed for only one car when participants are traveling from the same program. If more than 3 people are traveling from the same program, mileage for an additional car may be reimbursed.
3. Mileage will not be reimbursed when traveling less than 50 miles one way.
4. Mileage is to be calculated traveling from class site/office from where the participant works to the workshop location. On the PD Travel Request Form, indicate in the second column the city of where the participant works.

Lodging Reimbursement Rules for Participants:

1. Multi-day Workshops – Lodging reimbursement is allowed when lodging occurs during the workshop and if traveling more than 55 miles one way.
2. One-day Workshops or the night before a multi-day workshop – Lodging reimbursement is allowed if prior approval has been obtained from DESE. The PD Travel Request Form may be used to obtain this prior approval, but an explanation for the request should accompany the form.

The local program is responsible to ensure that the above instructions/rules are followed. If expenses are charged to DESE that are not allowable according to the above rules, the program is responsible for covering the costs. Attendees will make their own hotel reservations once they receive the approved PD Travel Request Form from DESE.