



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)  
OFFICE OF EARLY LEARNING -- FIRST STEPS PROGRAM



**SYSTEM POINT OF ENTRY (SPOE) MONTHLY MILEAGE INVOICE**

AGENCY NAME	SPOE REGION	INVOICE NUMBER	PO NUMBER (FOR DESE USE)
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**INSTRUCTIONS**

The Office of Early Learning reimburses the System Point of Entry (SPOE) for mileage to perform First Steps activities in accordance with contractual requirements. Mileage logs from each SPOE staff person must be collected by the SPOE to determine the mileage information below.

The SPOE Director or designated representative shall complete this invoice. This invoice is due within 60 days from the end of the month in which mileage is claimed.

For questions about the form, contact First Steps at 573-522-8762.

Submit the completed invoice to [mofirststeps@dese.mo.gov](mailto:mofirststeps@dese.mo.gov) or by mail to DESE:  
Missouri Department of Elementary & Secondary Education  
ATTN: First Steps  
P.O. Box 480  
Jefferson City, MO 65102

**MILEAGE INFORMATION**

Month/Year (MM/YY) Mileage Traveled	
Total Miles	
Mileage Rate	\$0.43
TOTAL REIMBURSEMENT (Total Miles x Mileage Rate)	\$

**CORRECTION TO PREVIOUS INVOICE ONLY**

<input type="checkbox"/> Addition	MONTH/YEAR (MM/YY)	NUMBER OF MILES	AMOUNT \$
<input type="checkbox"/> Reduction	MONTH/YEAR (MM/YY)	NUMBER OF MILES	AMOUNT \$
REVISED REIMBURSEMENT (Total Reimbursement + / - Correction)			\$

**SIGNATURE**

SIGNATURE OF AGENCY REPRESENTATIVE	PRINTED NAME	DATE OF SIGNATURE
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**FOR DESE USE**

APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE
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