



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION - FIRST STEPS PROGRAM



SYSTEM POINT OF ENTRY (SPOE) MONTHLY MILEAGE INVOICE

AGENCY NAME AND SYSTEM POINT OF ENTRY (SPOE) REGION	INVOICE NUMBER (USE UNIQUE NUMBER)
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INSTRUCTIONS

The Office of Special Education 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 or email sefirststeps@dese.mo.gov.

Submit the completed invoice to:
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	\$0.37
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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STATE USE ONLY

APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE
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