

Expense Reimbursement/Invoice Directions

EFFECTIVE: January 1, 2011

All expense accounts must be submitted within 60 days of the date of service.

Vendor Input Form

In order to be reimbursed/paid by the State of Missouri, recipients must be in SAMII, the state accounting system. If the recipient has never been paid by the State of Missouri before, or their demographic information has changed since the last payment, a Vendor Input Form must be completed and submitted to the Office of Administration (OA). The Vendor Input Form is located at:

http://oa.mo.gov/acct/pdf/files/vendor_input_ach_eftd.pdf.

Reimbursement checks are mailed to the address listed in SAMII. Therefore, when completing the Vendor Input Form, recipients should use their home address as the mailing address.

Expense Account Form

In order for non-DESE staff to be reimbursed, an Expense Account Form must be completed. These individuals should use their home address on the expense form.

DESE Invoice Form

In order for Non-DESE individuals to be reimbursed for expenses, a DESE Invoice Form must accompany the expense account form.

Mileage Reimbursement:

Mileage will be reimbursed at .37 cents per mile.

- Mileage reimbursement will be for the shortest and most direct routes from the applicable origination location to the destination.
- Mileage will be verified against MapQuest.

Meal Reimbursement:

Meals are reimbursed **only** if the individual is in travel status, and at per diem rate per meal. Travel status is defined as twelve (12) hours of continuous travel. Since meals are reimbursed at a per diem rate, tips are included in the allowed amount. If the individual is in twelve hour travel status, and does have an overnight stay, the meal reimbursement will not be considered taxable income. If the individual is in twelve hour travel status, but does not have an overnight stay, the meal reimbursement will be considered taxable income. The tax will not be taken out of the expense reimbursement check but the individual will instead receive a 1099 form at the end of the year and will have to claim the amount on their individual income tax return.

Meals In-State:

Location of Meeting	Breakfast	Lunch	Dinner
Kansas City	\$7	\$11	\$22
St. Louis	\$9	\$14	\$27
All Other In-State Areas	\$5	\$9	\$16

- A receipt is not required for meal reimbursement.
- **Gratuities will not be reimbursed in addition to the per diem amount.**

Lodging Reimbursement:

- Reimbursement is based on **CONUS rates and/or governmental rates (\$77 for Jefferson City)**.
- Hotel and motel charges **are not** to be direct billed to the Department.
- All hotel or motel charges must be supported by an itemized receipt. The receipt must show a zero (\$0.00) balance.
- Incidentals (safe, long distance, etc) are not reimbursed.
- Parking fees are reimbursable.

Miscellaneous Expenditures:

All miscellaneous expenses are to be itemized separately and the amount listed in the column provided on the expense account. These charges must be explained at the bottom of the expense form under “EXPLANATION OF MISCELLANEOUS”. Individuals may claim up to \$5 on expense reports for meter parking without a receipt.

Submitting Expense Reports for Reimbursement:

Below are instructions for completing the top portion of Expense Account. Only one expense account per month may be submitted.

- Your Name, SS#, Applicable Address, Applicable Phone # - list your “home” address or where you would like the check to be mailed. If you have not claimed DESE expenses in the past or your address has changed, you will need to fill out a New Vendor Input form.
- Date - list all travel/meeting dates.
- Purpose – reason for meeting.
- Miles – record your round trip or one-way miles under “Standard Miles,” i.e. Round Trip – if you returned home on the same day, mark an “X” in the RET (X) column and record total miles or one-way if you stayed overnight, record one-way miles first day and one-way miles on the day of your return home/office.
- Meals – put the dollar amount or the maximum state-allowed per diem amount.

Sign your name on the Claimant Line

- Signatures need to be original and in ink; **no faxed/copied** forms will be processed.

Return the forms on the day of the meeting or by mail to:

Lina Browner, Executive Assistant
MO Department of Elementary and Secondary Education
Office of Special Education
P. O. Box 480
Jefferson City, MO 65102