



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)
OFFICE OF CHILDHOOD - EARLY INTERVENTION



SYSTEM POINT OF ENTRY (SPOE) STATE EVENT INVOICE

AGENCY NAME		SPOE REGION	INVOICE NUMBER	PO NUMBER (FOR DESE USE)
INSTRUCTIONS				
<p>The Office of Childhood reimburses the System Point of Entry (SPOE) for travel expenses to certain events in accordance with contractual requirements. Only one event may be billed per invoice. This invoice is due within 60 days from the date of the event. Receipts are required for lodging and parking.</p> <p>For information on reimbursement rates for lodging, visit the CONUS rate website at http://www.gsa.gov/portal/category/100120. The mileage reimbursement rate is \$0.49 per mile. Meal reimbursement is based on travel status and DESE per diem rates.</p> <p>For questions about the form, contact First Steps at 573-522-0045.</p> <p>Submit the completed invoice and receipts to EarlyIntervention@dese.mo.gov or by mail to DESE:</p> <p>Missouri Department of Elementary & Secondary Education ATTN: First Steps P.O. Box 480 Jefferson City, MO 65102</p>				
EVENT INFORMATION				
EVENT TYPE				
<input type="checkbox"/> SPOE Director Meeting				
<input type="checkbox"/> Other State Event – Describe _____				
PRINTED NAME(S) OF PERSON(S) ATTENDING		EVENT LOCATION AND DATE		PO LINE (FOR DESE USE)
2100-06	Miles (Round Trip)	_____ Miles x \$0.49 (Mileage rate)	\$	LINE #
2106	Lodging (receipt required)	_____ Person(s) x _____ Evening(s)	\$	LINE #
2109	Breakfast	_____ Person(s) x _____ Breakfast	\$	LINE #
2109	Lunch	_____ Person(s) x _____ Lunch	\$	LINE #
2109	Dinner	_____ Person(s) x _____ Dinner	\$	LINE #
2112	Parking (receipt required)	Meter parking up to \$5 may be claimed without a receipt.	\$	LINE #
TOTAL EXPENSES			\$	
SIGNATURE				
SIGNATURE OF CONTRACTOR OR SPOE DIRECTOR		PRINTED NAME	DATE OF SIGNATURE	
FOR DESE USE				
APPROVAL SIGNATURE		PRINTED NAME	DATE OF SIGNATURE	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.