



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)
DIVISION OF LEARNING SERVICES – OFFICE OF SPECIAL EDUCATION

MMD/DCI SUMMIT INVOICE

INSTRUCTIONS

Districts must utilize this invoice form to claim reimbursement for attendance at a Missouri Model District (MMD)/District Continuous Improvement (DCI) Summit. Please complete **one block for each individual attendee**. *If attendee lives **50 miles or less** from the hotel, they will not be allowed to claim reimbursement for hotel costs.

A [MapQuest](#) printout for verification of miles traveled and a hotel receipt showing a zero balance must be submitted with this invoice for each attendee. If a district has more than 12 attendees, please include additional invoice forms.

Invoices and accompanying documentation are to be submitted electronically to the Effective Practices Section at seep@desse.mo.gov or by fax at 573-526-5946. Invoiced amounts may not exceed the award amounts shown below. Payment will be made in the next monthly school payment after the invoice is received under “MMD/DCI” revenue code 5437.

Direct all funding inquiries and questions to the Effective Practices Section at seep@desse.mo.gov or 573-751-0187.

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|----------------------|----------------------|
| SCHOOL DISTRICT NAME | COUNTY-DISTRICT CODE |
| SUMMIT LOCATION | SUMMIT DATE |

ATTENDEE(S)

| | | | |
|---------------------------------|----------|----------|----------|
| Attendee Name(s): | | | |
| *Enter Round Trip (RT) Mileage: | X \$0.49 | X \$0.49 | X \$0.49 |
| Dinner (\$29 per person): | | | |
| Lunch (\$16 per person): | | | |
| Lodging (\$141/night): | | | |
| Total: | | | |
| Attendee Name(s): | | | |
| *Enter RT Mileage: | X \$0.49 | X \$0.49 | X \$0.49 |
| Dinner (\$29 per person): | | | |
| Lunch (\$16 per person): | | | |
| Lodging (\$141/night): | | | |
| Total: | | | |
| Attendee Name(s): | | | |
| *Enter RT Mileage: | X \$0.49 | X \$0.49 | X \$0.49 |
| Dinner (\$29 per person): | | | |
| Lunch (\$16 per person): | | | |
| Lodging (\$141/night): | | | |
| Total: | | | |
| Attendee Name(s): | | | |
| *Enter RT Mileage: | X \$0.49 | X \$0.49 | X \$0.49 |
| Dinner (\$29 per person): | | | |
| Lunch (\$16 per person): | | | |
| Lodging (\$141/night): | | | |
| Total: | | | |
| GRAND TOTAL: | | | |

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, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th 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@desse.mo.gov.