



**SYSTEM POINT OF ENTRY (SPOE) STATE EVENT INVOICE**

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

**INSTRUCTIONS**

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.

For information on reimbursement rates for lodging, visit the [CONUS rate website](#). The current state mileage reimbursement rate can be found on the [Office of Administration website](#). Meal reimbursement is based on travel status and DESE per diem rates. For questions about the form, contact First Steps at 573-522-0045.

Submit the completed invoice and receipts to [EarlyIntervention@dese.mo.gov](mailto:EarlyIntervention@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

**EVENT INFORMATION**

EVENT TYPE

- SPOE Director Meeting
- 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 _____ (Current Mileage Rate)	\$	LINE #
2106	Lodging (receipt required)	_____ Person(s) x _____ Evening(s)	\$	LINE #
2109	Breakfast	_____ Person(s) x _____ (Breakfast Rate)	\$	LINE #
2109	Lunch	_____ Person(s) x _____ (Lunch Rate)	\$	LINE #
2109	Dinner	_____ Person(s) x _____ (Dinner Rate)	\$	LINE #
2112	Parking (receipt required)	Meter parking up to \$5 may be claimed without a receipt.	\$	LINE #
<b>Total Expenses</b>			\$	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute 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 VII/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@dese.mo.gov](mailto:civilrights@dese.mo.gov).

**PERSONAL PRIVACY PROTECTION ACT**

If you provide any "personal information" as defined in Section 105.1500, RSMo, concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, you understand and agree that you are voluntarily choosing to seek a state contract and providing such information for that purpose. The Department of Elementary and Secondary Education will treat such personal information in accord with Section 105.1500, RSMo, unless such information is subject to disclosure pursuant to federal or state law.

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit [www.dese.mo.gov/veterans-services](http://www.dese.mo.gov/veterans-services).

**SIGNATURE**

SIGNATURE OF CONTRACTOR OR SPOE DIRECTOR	PRINTED NAME	DATE OF SIGNATURE
--	--------------	-------------------

**FOR DESE USE**

APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE
--------------------	--------------	-------------------