



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



SYSTEM POINT OF ENTRY (SPOE) MONTHLY MILEAGE 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 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.</p> <p>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.</p> <p>For questions about the form, please contact First Steps at 573-522-0045.</p> <p>Submit the completed invoice to 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</p>			
<p>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.</p>			
MILEAGE INFORMATION			
Month/Year (MM/YY) Mileage Traveled			
Total Miles			
Mileage Rate		\$.70	
Other Related Costs			
TOTAL REIMBURSEMENT (Total Miles x Mileage Rate + Other Related Costs)			
CORRECTION TO PREVIOUS INVOICE ONLY			
<input type="checkbox"/> ADDITION	MONTH/YEAR (MM/YY)	NUMBER OF MILES	
<input type="checkbox"/> REDUCTION	MONTH/YEAR (MM/YY)	NUMBER OF MILES	
REVISED REIMBURSEMENT (TOTAL REIMBURSEMENT +/- CORRECTION)			
SIGNATURE			
SIGNATURE OF AGENCY REPRESENTATIVE	PRINTED NAME	DATE OF SIGNATURE	
FOR DESE USE			
APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE	

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