

**MMD SUMMIT INVOICE**

**MAY 13-14, 2019**

Dear MMD Summit Attendee,

Please use the attached form to claim reimbursement for attendance at the MMD Summit on May 13-14 in Branson, MO. The district/LEA may claim mileage at $0.37 per mile, lodging up to $109 per night, dinner at $23 per person, and lunch at $14 per person. In order to seek reimbursement, the district/LEA must complete a column for each attendee in the tables on the attached form. In addition, the district/LEA must include map quest verification of miles and a receipt for lodging with this invoice.

After the conference, please submit this invoice form to: [DESE.GrantInvoices@dese.mo.gov](mailto:DESE.GrantInvoices@dese.mo.gov) along with a copy of your hotel receipt. The district/LEA must submit all invoices by May 31, 2019.

Payment will be made in the monthly school payment under “MMD/DCI” revenue code 5437. Since these are federal funds, the district must identify in its financial accounts the following information:

|  |  |
| --- | --- |
|  | IDEA Special Education Federal funds |
| CFDA Title and Number | 84.027A, Special Education-Grants to States |
| Federal Award Identification Number (FAIN) | H027A180040 |
| Fiscal Year of the Award | FY19 |
| Name of the Federal Agency | U.S. Department of Education |
| Name of the Pass-Through Entity | MO Department of Elementary and Secondary Education |
| Project Code | 43708 |

The district must code these expenditures paid with IDEA Part B funds with a source code 4, project code 43708. However, please be sure not to include these expenditures in the MMD invoice at the end of the year.

If you have any questions, please contact Thea Scott at [thea.scott@dese.mo.gov](mailto:thea.scott@dese.mo.gov).

**MMD SUMMIT INVOICE**

**MAY 13-14, 2019**

|  |  |
| --- | --- |
| District Name: |  |
| District Code: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendee Name(s): |  |  |  |  |
| Mileage (.37 per mile): |  |  |  |  |
| Lunch ($14 per person): |  |  |  |  |
| Dinner ($23 per person): |  |  |  |  |
| Lodging ($109/night): |  |  |  |  |
| Total: |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendee Name(s): |  |  |  |  |
| Mileage (.37 per mile): |  |  |  |  |
| Lunch ($14 per person): |  |  |  |  |
| Dinner ($23 per person): |  |  |  |  |
| Lodging ($109/night): |  |  |  |  |
| Total: |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendee Name(s): |  |  |  |  |
| Mileage (.37 per mile): |  |  |  |  |
| Lunch ($14 per person): |  |  |  |  |
| Dinner ($23 per person): |  |  |  |  |
| Lodging ($109/night): |  |  |  |  |
| Total: |  |  |  |  |

|  |  |
| --- | --- |
| GRAND TOTAL: |  |