

MMD/DCI FALL 2019 REGIONAL COLLABORATION MEETINGS INVOICE

Dear MMD/DCI Fall Regional Collaboration Meeting Attendee,

Please use the attached form to claim reimbursement for attendance at one of the MMD/DCI Fall Regional Collaboration Meetings taking place in Nov – Dec 2019. The district/LEA may claim mileage at \$0.43 per mile.

If you live more than 150 miles from the venue location, you will be reimbursed **through your monthly school payment** for the following:

- **Mileage:** \$.43 per mile
- **Hotel:** Hotel accommodations will be reimbursed at a maximum rate of \$94 per night plus accompanying taxes and fees. You will need to find your own accommodations.
- **Per diem:**
 - **Dinner the night before the meeting will be reimbursed, again for those traveling more than 150 miles to the meeting.**
 - Reimbursement amounts for meals which includes tips are:
 - Kansas City Area: Dinner - \$24
 - St. Louis Area: Dinner - \$20
 - All Other Areas: Dinner - \$18
 - **Breakfast is not reimbursed, please find a hotel that includes breakfast.**
 - In addition, the district/LEA must include map quest verification of miles and a receipt for lodging with this invoice.

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, if used, with this invoice.

Please submit this invoice form to: DESE.GrantInvoices@dese.mo.gov along with a copy of your hotel receipt.

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 or H027A190040

Fiscal Year of the Award	FY20
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.

Contact ginger.henry@dese.mo.gov for questions about invoicing.

MMD/DCI FALL REGIONAL COLLABORATIVE MEETINGS INVOICE
Nov and Dec 2019

District Name:	
District Code:	

Attendee Name(s):				
Mileage (.43 per mile):				
Lunch (\$10 per person):				
Dinner (\$18 per person):				
Lodging (\$94/night):				
Total:				

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Mileage (.43 per mile):				
Lunch (\$10 per person):				
Dinner (\$18 per person):				
Lodging (\$94/night):				
Total:				

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Mileage (.43 per mile):				
Lunch (\$10 per person):				
Dinner (\$18 per person):				
Lodging (\$94/night):				
Total:				

GRAND TOTAL:	
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