

## MMD/DCI SUMMIT INVOICE INSTRUCTIONS

Dear MMD/DCI Summit Attendee:

Please use the required invoice located at <https://dese.mo.gov/mmdhci-summit-invoice> to claim reimbursement for attendance at the MMD/DCI Summit taking place June 7-9, 2022, at the St. Louis Union Station Hotel, 1820 Market Street in St. Louis, Missouri. (Once you click the link, you will need to download the form by clicking on the icon at the top right corner of the screen to the right of the printer icon.)

A [Mapquest](#) verification of miles and a hotel receipt showing a zero balance must be submitted for each individual shown to have attended on the invoice. (Please complete a column for each individual attendee). If a district has more than 12 attendees, please include additional invoice forms as needed. (To open a new invoice form, click “File” and “Save As” to save the first page. Close and reopen the form. Repeat this process as many times as needed to list all attendees.)

You will be reimbursed for the following amounts based on maximum current Conus Rate and per diem.

- **Meals:** Breakfast will not be reimbursed. Please choose a hotel that includes breakfast.
  - **Dinner the night before the meeting** – To be reimbursed at the maximum per diem including tips.
    - **St. Louis Area:** \$29
  - **Lunch** – To be reimbursed at the maximum per diem including tips.
    - **St. Louis Area:** \$16
- **Mileage:** District may claim mileage at **\$.49** per mile.
- **Hotel:** You will be responsible to arrange your own accommodations. Please obtain a hotel receipt showing a zero balance at checkout. **If you live less than 50 miles from the hotel, you will not be reimbursed for hotel expenses.**
  - **St. Louis:** \$141 (plus taxes and fees)

Please submit the required invoice form with all requested documentation noted above to: [seep@dese.mo.gov](mailto:seep@dese.mo.gov) or by fax at 573-526-5946.

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

	<b>IDEA Special Education Federal funds</b>
<b>CFDA Title and Number</b>	84.027A, Special Education-Grants to States
<b>Federal Award Identification Number (FAIN)</b>	H027A180040
<b>Fiscal Year of the Award</b>	FY22
<b>Name of the Federal Agency</b>	U.S. Department of Education
<b>Name of the Pass-Through Entity</b>	MO Department of Elementary and Secondary Education
<b>Project Code</b>	43708
<b>Source Code</b>	4

Direct all funding inquiries and questions to the Effective Practices section at [seep@dese.mo.gov](mailto:seep@dese.mo.gov) or 573-751-0187.