

2023 MAINE EDUCATOR SUMMIT INVOICE

NO INVOICES WILL BE ACCEPTED AFTER OCTOBER 31, 2023

The Department of Education is reimbursing SAUs for the following:

- Hotel accommodations for those traveling over 50 miles each way at a rate equal to that found on our website for the hotel for up to two nights.
- Sales tax will not be reimbursed
- Mileage reimbursement is .46 per mile

Invoice Number: MDOE ES2023

Vendor Code:

Funding Code: 013-05A-7042-90-ESCP-7042SAV F2021

SAU:

Payment Address:

Contact:

Phone:

Total Lodging for **All** Participants

Total Mileage Reimbursement for **All** Participants

A detailed trial balance that includes ALL invoice expenses must be attached to this invoice along with a copy of each attendee's Summit Agenda to ensure reimbursement.

Invoice Total

EMAIL INVOICE, DETAILED TRIAL BALANCE & AGENDA TO:

Teri Peaslee, Educator Summit Coordinator

teri.peaslee@maine.gov Phone: 207-530-7672