



## 2023-2024 MSVMA Independent Contractor Invoice

Effective July 1, 2019

To request payment of fees and expense reimbursement, please complete and submit this form with receipts to your district manager, supervisor or the State Office as appropriate.

Services: Report services performed such as adjudication and hours worked.

Date	Event	Location	Service type	Hours from	Hours to	Fee

Meals: Maximum reimbursement is \$25.00 for breakfast and lunch combined and \$25.00 for dinner. If breakfast is included in the hotel stay, it will not be reimbursed. Do not include alcoholic beverages in your expenses. Itemized receipts required.

Date	Breakfast	Lunch	Dinner	Total

Housing: When MSVMA arrangements are not used, maximum reimbursement is \$65.00 per night. Receipts required.

Date	Number of nights	Rate	Total

Mileage: Reimbursement rate is \$.45 per mile.

Date	Destination	Round trip mileage	Total

Miscellaneous expenses: Itemize expenses/purchases and attach receipts or invoices.

Date	Expense details	Total

TOTAL requested: \_\_\_\_\_

Independent contractor signature	Date	Coordinator Approval	State Office Approval

Check payable to:

Name	
Street Address, City, ZIP	
Phone	Email