

# INVOICE

**FROM:**

PD Associate  
 101 Conversation  
 Happy Town, MO 64000

**DATE:** June 19, 2009

**BILL TO:**

Missouri Center for Career Education  
 University of Central Missouri  
 TR Gaines 302  
 Warrensburg, MO 64093

Phone 660-543-8624      Fax 660-543-8995

DESCRIPTION	AMOUNT												
<p><b>Workshop Preparation Fee</b></p> <p>Date: June 18, 2009</p> <p>Location: Columbia, MO</p> <p>Workshop Title: PD Associates' Guidelines</p> <p>Duration (e.g., half-day, full-day): 1/2 day</p>	<p>250.00</p>												
<p><b>Mileage</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 20%;">From</th> <th style="width: 20%;">To</th> <th style="width: 20%;">Miles</th> <th style="width: 40%;">@ Federal Rate</th> </tr> </thead> <tbody> <tr> <td>Happy Town</td> <td>Columbia</td> <td>100</td> <td>(.55) = 55.00</td> </tr> <tr> <td>Columbia</td> <td>Happy Town</td> <td>100</td> <td>(.55) = 55.00</td> </tr> </tbody> </table>	From	To	Miles	@ Federal Rate	Happy Town	Columbia	100	(.55) = 55.00	Columbia	Happy Town	100	(.55) = 55.00	<p>110.00</p>
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<p><b>Other Related Travel Expenses</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="2" style="text-align: left;">Meals (submit receipts)</th> </tr> </thead> <tbody> <tr> <td style="width: 80%;">Breakfast (up to \$10)</td> <td style="width: 20%;"></td> </tr> <tr> <td>Lunch (up to \$15)</td> <td></td> </tr> <tr> <td>Supper (up to \$25)</td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="2" style="text-align: left;">Hotel (submit paid receipt)</th> </tr> </thead> <tbody> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> </tbody> </table>	Meals (submit receipts)		Breakfast (up to \$10)		Lunch (up to \$15)		Supper (up to \$25)		Hotel (submit paid receipt)				
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