



## 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 executive director as appropriate.

Report services performed such as adjudication and hours worked.

Services:

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: \_\_\_\_\_

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Independent contractor signature

Date

Coordinator Approval

State Office Approval

Check payable to:

Name

Street Address, City, ZIP

Phone

Email