



Invoicing Submission Instructions

- The expenses you are invoicing must have been paid by the SAU to the attendee prior to submission for reimbursement.
- Please email to Matthew Vaughn no later than **August 24** to ensure that the reimbursement request can be processed.
- Please fill in all fields on the invoice. Your SAU address must match the one that you receive other reimbursements from the DOE.
- The contact person should be the one who can answer any questions we have regarding the invoice.
- If your detailed trial balanced does not contain ALL expenses being invoiced, then please attach the actual document from the educator's you reimbursed.
- Attach a copy of the Summit Agenda with the invoice.
- Any questions regarding this process should be directed to matthew.s.vaughn@maine.gov or 207-530-7016.
- **A digital copy of the invoice can be found on the Summit web page or <https://www.maine.gov/doe/sites/maine.gov.doefiles/inline-files/Digital%20Invoice.pdf>.**