



# DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

July 1, 2023

The FY 2023 and FY 2024 MoExcels Quarterly Reporting Forms are in Excel format. The report is tailored to each project and will be emailed to institutions approximately one week prior to the end of each quarter.

If your institution has not received the Excel Worksheet by the end of the quarter, or if the project Point of Contact (POC) has changed, please send an email to the reimbursements inbox: [reimbursements@dhewd.mo.gov](mailto:reimbursements@dhewd.mo.gov)

Once completed, the quarterly report is to be uploaded to the DHEWD Box Account: <https://stateofmissouri.app.box.com/> and an email notification sent to the reimbursements inbox.

Please note the naming format for the report:

**FY24\_InstitutionNameOrInitials\_FYxxMoExcels\_QTRX\_DateUploaded**

October 6, 2023 would be typed as 20231006

Example for FY 2023 Project, Quarter ending Sep 30: FY24\_MSSU\_FY23MoExcels\_QTR5\_20231006

Example for FY 2024 Project, Quarter ending Sep 30: FY24\_MSSU\_FY24MoExcels\_QTR1\_20231006

If you have any questions, please email us at: [reimbursements@dhewd.mo.gov](mailto:reimbursements@dhewd.mo.gov)