



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

July 1, 2025

The fiscal year 2023, 2024 and 2025 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

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:

InstitutionNameOrInitials_FYxxMoExcels_QTRX_DateUploaded

October 6, 2024 should be typed as 20241006

Example for FY 2023 Project, Quarter ending Sep 30: MSSU_FY23MoExcels_QTR9_20241006

Example for FY 2024 Project, Quarter ending Sep 30: MSSU_FY24MoExcels_QTR5_20241006

Example for FY 2025 Project, Quarter ending Sep 30: MSSU_FY25MoExcels_QTR1_20241006

If you have any questions, please email us at: reimbursements@dhewd.mo.gov