



# DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

July 1, 2022

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

If your institution has not received the Excel Workbook, or has a new project Point of Contact (POC), 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:

**FY23\_InstitutionName\_MoExcels\_QTRX\_DateUploaded** (October 6, 2022 would be typed as 20221006),  
Example: FY23\_HSSU\_MoExcels\_QTR1\_20221006

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