

# Expense Reimbursements for SCHSAC Members & Alternates

July 2023

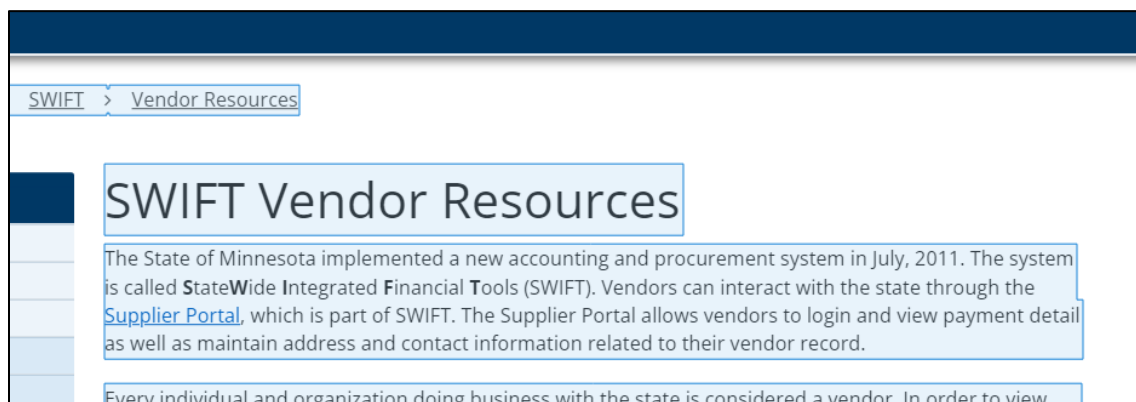
## Background

There are a variety of statutes and regulations that cover reimbursements for state advisory bodies like SCHSAC. Generally, a member attending the meeting may be reimbursed for certain expenses such as mileage, meals, and lodging (within certain limits). The rates can change, so MDH support staff provide updated forms at each SCHSAC meeting. Reimbursement requests are due within 1 week of the meeting. In order to get paid by the State, you must be registered as a Supplier. MDH staff can help provide information on how to set that up. Only 1 member per CHB is eligible to be reimbursed. Alternates may be reimbursed if they are attending in place of the member.

## Step 1: Obtaining a Supplier ID

If you ARE planning to submit for reimbursement, you must have an ID in the State of Minnesota *Supplier Portal*.

Go here - <https://mn.gov/mmb/accounting/swift/vendor-resources/> and click on **Supplier Portal** in the first paragraph. Once there, click on **Register for an Account**. Next, scroll down to the bottom and click on **Register as a Supplier**. Follow the steps to register for a Supplier ID. If you have any trouble or questions, please call the *Supplier Helpline* at the number listed – (651) 201-8106. Though we wish we did, we do not have that level of access so they are the only ones who can assist you.



## Step 2: Fill out the form

Because financial details can change from meeting to meeting or between fiscal years, SCHSAC members are provided with an updated reimbursement form – known as an Advisory Group Expense Report – in conjunction with each SCHSAC meeting. If you need a form between meetings, you can request one by email at [health.schsac@state.mn.us](mailto:health.schsac@state.mn.us).

## What is covered?

Expenses for either the member (or the alternate attending in place of the member) at a SCHSAC meeting will be paid after approval according to the following schedule\*:

Mileage	.655 cents per mile
Breakfast	\$10.00 (maximum) - must leave home <b>BEFORE 6:00 AM</b>
Lunch**	\$13.00 (maximum)
Dinner	\$19.00 (maximum) - must return home <b>AFTER 7:00 PM</b>
Lodging	\$80.00 - \$120.00 + tax/night

\*Subject to change

\*\*If a SCHSAC meeting extends beyond the lunch period, a lunch will be provided.

The form is titled 'Advisory Group Expense Report' and is for 'OFFICIAL MDH ADVISORY COUNCIL, TASK FORCE, COMMITTEE USE ONLY'. It includes fields for member name, address, phone, date, and location. There are checkboxes for 'Check over' (Advisory Council, Task Force, Committee) and 'Shaded areas to be completed by Financial Management'. The form also has sections for Mileage (Private car miles, Account code), Parking (Attach receipts), and Meals (Breakfast, Lunch, Dinner, Lodging). It includes a 'Meals Total' field and a page number '1'.

## Step 3: Submit your form and receipts

- Fill out your form, ensuring that all necessary information is filled in (you must provide your Supplier ID) and the form is signed.
- Submit your expense claims within **ONE WEEK** of attending a meeting.
- Claim only **ONE MEETING** per form.
- Reimbursement checks will be made out to you and sent to your home address or via e-deposit (checks **CANNOT** be made payable to your agency.) *Please make sure that the address you use on the form is the same as the address you have registered in your Supplier ID profile.* If they do not match, it can cause your reimbursement to be returned for correction and that will cause significant delay in your payment.
- Attach all necessary receipts, i.e., lodging (need hotel receipt, not credit card receipt), parking, receipts for meals, etc. (receipts for parking meters are not required).
- Submit your completed form for processing to Liz Arita via email at [liz.arita@state.mn.us](mailto:liz.arita@state.mn.us) or via mail at Minnesota Department of Health, P.O. Box 64975, St. Paul, MN 55164-0975.