



ADVISORY COMMITTEE APPOINTEE REIMBURSEMENT FILLABLE FORM

Name (Last)	(First)	(MI)	Vendor Number	
Address (Number and Street)		City	State	Zip Code

EVENT		EXPENSES						
Date	Project or Activity	Itinerary		Trip Miles	Meals (A)	Parking (B)	Miscellaneous Expenses (Item/Amount) (C)	Sub-totals (A-C)
		Time	Location					
			Depart					
			Arrive					
			Depart					
			Arrive					
			Depart					
			Arrive					
			Depart					
			Arrive					
			Depart					
			Arrive					
			Depart					
			Arrive					
Totals								

I declare under the penalties of perjury that this claim is just and correct.	
Appointee's Signature	Date
Approved, based on compliance with all applicable travel regulations.	
DNR Liaison's Signature	Date

Total Expenses from above	\$
Number of Miles _____ @ _____ per mile	\$
TOTAL AMOUNT TO BE PAID	\$

For Office Use Only

Fiscal Year	Speedchart	Fund	FinDeptID	Approp ID	Category	Account	SW Cost	Agency Cost 1	Agency Cost 2	Amount

Instructions for the Advisory Committee Appointee Reimbursement Form

Appointees:

- Print or type all information requested on the form.
- Total the mileage and expenses. Be sure to sign the form.
- Appointees must be registered as a Vendor with the State of Minnesota in order to receive payment.
 - If you have computer access, appointees may self-register for payment by going to the secure vendor portal site at: <http://supplier.swift.state.mn.us> and clicking on the Vendor Registration Link. Note: Type “S” under TIN Type for Social Security Number (SSN). If you need assistance, contact the Vendor Help Desk at 651-201-8100. When done, enter the 10-digit vendor number in the Vendor Number box at the top of the form.
 - If you are unable to self-register online, please complete a VENDOR NUMBER REGISTRATION FORM available from your DNR Liaison. Your SSN will be used to establish a vendor number for use on all payment requests.
- Return the reimbursement form to your DNR Liaison for signature and to start the payment process.

DNR Staff:

- Refer to the [Commissioners Plan](#) for mileage amounts and meal limits allowed for volunteers.
- All volunteers need to be registered as a Vendor with the State of Minnesota in order to receive reimbursement payments. Volunteers may either self-register online as a vendor or, if they don't have computer access, you will need to collect the information on the [VENDOR NUMBER REGISTRATION FORM](#) and provide to your business unit along with this form.
- The original completed Reimbursement form must be submitted to Accounts Payable for payment and will be kept in a secure location by the payment location and handled according to Operational Order 127.
- The completed form must be submitted to Accounts Payable for payment and retention.
- [Operational Order 114 Volunteer Management](#) does not apply to commissioner appointees to advisory committees.