



Hotel reimbursement policy for MNSure Navigator/CAC Performance Support Events

MNSure is able to provide reimbursement for a one night hotel stay to enable navigators and Certified Application Counselors (CACs) to attend both days of a Performance Support event. Reimbursement is available for individuals who have completed the MNSure certification process, as well as those in the process of becoming certified. MNSure is sponsoring these [Performance Support events](#) in four locations (St. Paul, Fergus Falls, Duluth and Mankato) in October 2014.

Requirements for hotel reimbursement:

- Reimbursement is only available for the night between the two days of the Performance Support event. It is intended for use by those who cannot reasonably travel to and from the event location every day.
- The individual must attend both days of the Performance Support event.
- The hotel expense should be reasonable, no more than \$200 in the Twin Cities and \$150 for hotels in other locations (questions can be sent to navigators@mnsure.org).
- MNSure will not reimburse for mileage, meals or other expenses.
- Reimbursement is available for grantee and non-grantee organizations.

How to request hotel reimbursement:

- A receipt from the hotel documenting the cost of the stay will be required (remember that MNSure is not able to reimburse for room service or other incidentals charged to the room).
- At the Performance Support event, a Reimbursement Form will be made available on the second day of the conference for individuals who wish to request reimbursement. The completed form should be submitted within 60 days of the event.
- The entity requesting the reimbursement (either you or your organization) must have a state Swift Vendor ID (see instructions below).
 - If the hotel room is billed to your employer (or sponsoring organization), then MNSure can reimburse that organization directly.
 - If you pay for the hotel room yourself, then MNSure can reimburse you directly.
 - If you pay for the hotel room yourself, but your organization requests the reimbursement, the organization will need to provide evidence that they have reimbursed you for the expense before MNSure can reimburse the organization.

We appreciate your effort to make sensible use of this reimbursement policy, including seeking out reasonable hotel rates. Your cooperation will increase the likelihood of us being able to offer a reimbursement policy in the future.

How to apply for a state Swift Vendor ID

Every individual and organization doing business with the state is considered a vendor and must be registered with the state of Minnesota. All navigator organizations that are receiving per enrollee payments from MNSure already have a Swift Vendor ID on file with MNSure. Below are links to more information to assist you if you are a new vendor who needs to register, or an existing vendor who needs to request a User ID. These steps must be completed online.

- New vendor registration for individuals and organizations (click on the [Vendor Registration Link](#)):
https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST
- For more information: http://mn.gov/mmb/accounting/swift/vendor_resources/index.jsp