MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

445 MINNESOTA ST., SUITE 146
SAINT PAUL, MN 55101
TELEPHONE: 651-201-7257   FAX: 651-215-0525
EMAIL: fire-training.board@state.mn.us
WEBSITE: www.mbfte.org

HOW TO SUBMIT FOR REIMBURSEMENTS

MBFTE has made it easier than ever to submit your reimbursement for your department's firefighter training. Use whatever way works best for your department. Instructions below for each type of way to submit.

- ONLINE through department login from our website www.mbfte.org
- Email with attachments
- Fax
- US Postal Mail (not guaranteed see below)

Required Documents

Before you begin, please be sure you have gathered the following items:
- Reimbursement Form (please make sure you have the correct form for the invoices submitting)

    o Go to Reimbursement tab on our website www.mbfte.org
    o Click on **Reimbursement Forms**

FORMS AND INFORMATION

REIMBURSEMENT FORMS

Conference & Seminar Grant Application

Conference & Seminar Grant Information

Conference & Seminar Grant Awards

Live Burn Packet

Live Burn Provider Training Memo

Presentation Policy

- Select the correct form under the "Form Type"
  - Basic Fire Training Reimbursement Form (_NFPA1001/FFI/FFII with certifications_)
  - **Department Award Reimbursement Form** _(all other reimbursable training)_
  - Instructor Training Reimbursement Form
  - Live Burn Reimbursement Form

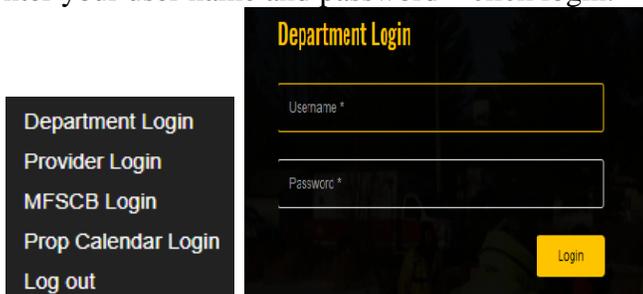**Minnesota Board of Firefighter Training and Education**

Form Type:	Select from list (Click Dropdown --->) ∨
	Basic Fire Training Reimbursement Form
	Instructor Training Reimbursement Form
	Live Burn Reimbursement Form
	Department Award Reimbursement Form
Fiscal Year:	
Name:	
Title:	
Fire Department:	Select from list (Click Dropdown --->) ∨

- ♦ Complete the form by dropping in your department name from the listing and that will auto complete the Fed ID # and Vendor #
- ♦ Make sure your finance person has signed the form prior to submitting

- Training invoices for training completed within the fiscal year (July 1, 20__ to June 30, 20__) scanned into PDF format if you plan to submit via your computer OR printed if you plan to submit via fax or email.

Online

User Tip: Submitting your reimbursement online allows you to track your reimbursements through the MBFTE website!

1. Visit www.mbfte.org and click the login **Login** then select "Department Login" enter your user name and password – click login.

Department Login

Username *

Password *

Login

Department Login
Provider Login
MFSCB Login
Prop Calendar Login
Log out

2. Go to the top tab **Department Menu** and select "Reimbursement".
3. Scan your reimbursement form and invoice in as a PDF file and save to your desktop (name it simple like example: training1.pdf) (Do not use characters in naming the file).
4. Click on "Upload Reimbursement Form and Invoice(s).

Upload Reimbursement Form and Invoice(s)

5. A box will pop up for you to complete the information requested. If paying provider direct (if funds available to pay in full only) select from drop down list and check box.

Department and Provider Invoices	
Fiscal Year:	2022
Department:	ADA
Provider:	
Pay Provider:	☐
Program:	Request for Reimbursement
Invoice Amount:	
Upload:	Browse...
	Save

6. Upload your reimbursement form and invoice PDF by clicking the "Browse" button and selecting your file name.
7. Click "Save."
8. This automatically sends us the forms via email, you will get a reply back when we acknowledge receipt of the forms. The forms stay in your department documents information for reference of what you have submitted.

Email

Email your allocation form and invoices as attachments to
Fire-Training.Board@state.mn.us.

Fax

Fax your reimbursement form and invoices to 651-215-0525.

US Postal Service

Mail your printed forms and invoices to:

MBFTE REIMBURSEMENT
445 MINNESOTA ST., SUITE 146
SAINT PAUL, MN 55101

Please note: We cannot guarantee mail delivery or delivery dates as we get close to the end of our fiscal deadlines for reimbursements. Allow plenty of time for mail delivery and follow up with a call to our office to make sure we received your documentation in time.

If you are concerned about meeting the pending deadline, please opt for one of the other submission methods.