

**BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155
THURSDAY, DECEMBER 19, 2024**

AGENDA

9:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF OCTOBER 23, 2024 BOARD MEETING

PUBLIC ACCESS FORUM (10-minute agenda time, two-minute limit/person)

INTRODUCTION OF NEW STAFF

- Cameron Gaspord, Outcomes Analyst

CONFLICT OF INTEREST DECLARATION

A conflict of interest, whether actual, potential, or perceived, occurs when someone in a position of trust has competing professional or personal interests, and these competing interests make it difficult to fulfill professional duties impartially. At this time, members are requested to declare conflicts of interest they may have regarding today's business. Any member who declares an actual conflict of interest must not vote on that agenda item. All actual, potential, and perceived conflicts of interest will be announced to the board by members or staff before any vote.

REPORTS

- Chair & Administrative Advisory Committee – Todd Holman
- Executive Director – John Jaschke
- Audit & Oversight Committee – Joe Collins
- Dispute Resolution and Compliance Report – Travis Germundson/Rich Sve
- Grants Program & Policy Committee – Mark Zabel
- RIM Reserve Committee – Jayne Hager Dee
- Water Management & Strategic Planning Committee – Joe Collins
- Wetland Conservation Committee – Jill Crafton
- Buffers, Soils & Drainage Committee – LeRoy Ose
- Drainage Work Group – Neil Peterson/Tom Gile

AGENCY REPORTS

- Minnesota Department of Agriculture – Jeff Berg
- Minnesota Department of Health – Steve Robertson
- Minnesota Department of Natural Resources – Sarah Strommen
- Minnesota Extension – Joel Larson
- Minnesota Pollution Control Agency – Glenn Skuta

ADVISORY COMMENTS

- Association of Minnesota Counties – Brian Martinson
- Minnesota Association of Conservation District Employees – Mike Schultz
- Minnesota Association of Soil & Water Conservation Districts – LeAnn Buck
- Minnesota Association of Townships – Eunice Biel
- Minnesota Watersheds – Jan Voit
- Natural Resources Conservation Service – Troy Daniell

COMMITTEE RECOMMENDATIONS

Grants Program and Policy Committee

1. CWF FY 25 competitive grant application recommendations – Marcey Westrick – ***DECISION ITEM***

Administrative Advisory Committee

1. Local Water Plan Extension and Amendment Policy – Rescindment – Michelle Jordan and Brett Arne – ***DECISION ITEM***
2. Local Water Plan Status and Grant Eligibility Policy – Rescindment – Michelle Jordan and Brett Arne – ***DECISION ITEM***
3. Board Order Delegating Certain Authorities to the Executive Director – Craig Engwall – ***DECISION ITEM***

Buffers, Soils and Drainage Committee

1. Buffer Administrative Penalty Order (APO) Plan update – LeRoy Ose and Tom Gile – ***DECISION ITEM***

UPCOMING MEETINGS

- Northern Region Committee is scheduled on January 6th at 9:30 a.m. in Bemidji and by MS Teams.
- Grants Program and Policy Committee is scheduled for January 13th in St. Paul and by MS Teams.
- BWSR Board meeting is scheduled for January 22nd at 9:00 a.m. in St. Paul and by MS Teams.

ADJOURN



DRAFT BOARD ORDER

Fiscal Year 2025 Clean Water Fund Competitive Grant Program Awards

PURPOSE

Authorize the Fiscal Year 2025 Clean Water Fund Competitive Grant Program Awards.

FINDINGS OF FACT / RECITALS

1. The Laws of Minnesota 2023, Chapter 40, Article 2, Section 6 (b) appropriated \$8,500,000 for the fiscal year 2025 Clean Water Fund Projects and Practices Competitive Grants Program with up to 20 percent available for land-treatment projects and practices that benefit drinking water, of which approximately \$6,890,583 is currently unallocated.
2. The Laws of Minnesota 2021 First Special Session, Chapter 1, Article 2, Section 6 (c) appropriated \$9,682,000 for accelerated implementation, of which approximately \$3,195,943 is currently unallocated; and (t) the board may shift grant, cost-share, or easement funds in this section and may adjust the technical and administrative assistance portion of the funds to leverage federal or other nonstate funds or to address oversight responsibilities or high-priority needs identified in local water management plans.
3. On June 26, 2024, the Board authorized staff to distribute and promote a request for proposals (RFP) for Clean Water Fund Competitive Grants (Board order #24-33).
4. The request for proposals for a total of \$9,610,943 was noticed on June 28, 2024 with a submittal deadline of August 22, 2024.
5. Applications were scored and ranked by the interagency committees on October 21, 2024.
6. On November 12, 2024, BWSR's senior management team reviewed staff's recommendation for allocations and recommended approval to the Grants Program and Policy Committee.
7. The Grants Program and Policy Committee, at their November 18, 2024 meeting, reviewed the proposed shift and allocations and recommended approval to the Board.

ORDER

The Board hereby:

- a) Approves the allocation of funds to each applicant in the amounts listed in the attached allocation tables.
- b) Authorizes staff to shift funds consistent with #2 above.
- c) Authorizes staff to approve work plans and enter into grant agreements for these funds consistent with the appropriations and the RFP.
- d) Authorizes staff to fund additional applications fully or partially in rank order and may separately or in combination: i. reallocate funds returned from previous years' Clean Water Fund Competitive grant programs, ii. reallocate funds that become available if funded projects are withdrawn or do not receive

work plan approval by March 20, 2025, unless extended for cause, or iii. reallocate funds that are modified due to a reduction in the state funding needed to accomplish the project.

- e) Establishes that the grants awarded pursuant to this order will be consistent with the FY 2025 Clean Water Fund request for proposals.

Dated at St. Paul, Minnesota, this December 19, 2024.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Todd Holman, Chair
Board of Water and Soil Resources

Date: _____

Attachments:

- FY2025 Clean Water Fund Projects and Practices Allocation Table
- FY2025 Clean Water Fund Projects and Practices Drinking Water Subprogram Allocation Table
- FY2025 Clean Water Fund Accelerated Implementation Allocation Table

FY2025 Clean Water Fund Projects and Practices Allocation Table

1	C25-0221	Ditch 20 Wetland Restoration Benefitting Typo & Martin Lakes	Anoka CD	\$ 221,375
2	C25-0158	Swamp Iron Enhanced Sand Filter Implementation	Prior Lake-Spring Lake WD	\$ 443,975
3	C25-0190	Bridgewater Regional Stormwater Filter	Coon Creek WD	\$ 625,000
4	C25-0195	Alimagnet Lake Internal Phosphorus Load Reduction Project	Vermillion River Watershed JPO	\$ 70,000
5	C25-0169	Tier One Priority: Big Swan Lake Phosphorous Reduction	Todd SWCD	\$ 625,000
6	C25-0173	South Branch Wild Rice River Grade Stabilizations - Phase 1	Wild Rice WD	\$ 700,000
7	C25-0172	Red Lake County SWCD Non-structural Land Management Project	Red Lake SWCD	\$ 269,288
8	C25-0226	Plymouth Creek Restoration Project: Dunkirk Ln to 38th Ave. N.	Bassett Creek WMC	\$ 400,000
9	C25-0215	Wetland for the Improvement of St. James Creek	Watonwan SWCD	\$ 347,072
10	C25-0238	Buffalo Watershed Lakes and Mainstem Region Improvement	Becker SWCD	\$ 800,000
11	C25-0214	Clearwater SWCD Soil Health Expansion	Clearwater SWCD	\$ 100,000
12	C25-0168	Wild Rice River Private Channel Outlet Stabilization	Norman SWCD	\$ 373,000
13	C25-0216	Square Lake Park Bioretention Basins	Washington County	\$ 80,000
14	C25-0242	Redwood Falls WSCBs - Redwood County	Redwood SWCD	\$ 335,279
15	C25-0188	Heath Iron Enhanced Sand Filter	Comfort Lake-Forest Lake WD	\$ 1,499,000
TOTAL				\$ 6,888,989

FY2025 Clean Water Fund Project and Practices Drinking Water Subprogram Allocation Table

1	C25-0212	Fairmont Drinking Water and Watershed Restoration Phase 2	Martin SWCD	\$ 260,000
2	C25-0186	Verdi Drinking Water Supply Management Area Soil Health Grant 2025	Lincoln SWCD	\$ 282,835
3	C25-0175	2025 Dakota County Well Seal Program	Dakota County	\$ 200,000
4	C25-0178	City of Le Sueur Minnesota Valley Canning Company Well #1 Sealing Project	Le Sueur County	\$ 181,363
5	C25-0191	Enhanced Street Sweeping in SLP for Drinking Water Protection	Spring Lake Park, City of	\$ 290,000
6	C25-0192	2025 Ramsey County Well Sealing Program	Ramsey County	\$ 65,000
7	C25-0236	Phase II: Protecting groundwater quality in Anoka County through targeted well sealing	Anoka CD	\$ 70,000
TOTAL				\$ 1,349,198

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FY2025 Clean Water Fund Accelerated Implementation Allocation Table

1	C25-0205	Water Quality Modeling of Lower Mississippi River WMO Priority Watersheds	Lower Mississippi River WMO	\$ 98,000
2	C25-0219	Reeds Lake Sub-watershed Assessment and Ravine Stabilization	Waseca SWCD	\$ 76,500
3	C25-0174	City of Vadnais Heights Greenhaven Drive Green Streets Stormwater BMP Feasibility Study	Vadnais Heights, City of	\$ 250,000
4	C25-0180	FY2025 Phosphorus Source Assessment and Management Plan for a farm on Rush Lake	Chisago SWCD	\$ 36,000
5	C25-0232	Big Eagle Lake Alum Feasibility and Planning Project	Sherburne SWCD	\$ 46,890
6	C25-0202	Upland Best Management Practice Inventory Assessment and Project Recruitment Within the Sub-watersheds of Otter and Campbell Lakes	McLeod SWCD	\$ 121,446
7	C25-0209	Le Sueur County Lakes Subwatershed Assessments	Le Sueur County	\$ 207,075
8	C25-0170	Unnamed Creek (761) Subwatershed Stream Erosion Study	Le Sueur County	\$ 154,000
9	C25-0181	FY2025 Internal Loading Management Evaluation and Planning for Chisago County Lakes	Chisago SWCD	\$ 80,000
10	C25-0176	Joint Chloride Management Plan	Shingle Creek WMC	\$ 47,455
11	C25-0189	Sunrise River Headwaters Project Targeting & Development	Comfort Lake-Forest Lake WD	\$ 118,000
12	C25-0211	Poplar River Sediment Loading Feasibility Study	Cook SWCD	\$ 88,020
TOTAL				\$ 1,323,386

Tribal Liaison Report – Board of Water & Soil Resources

Submitted on **December 11, 2024**, by **Melissa King**

Note: Agency TL Reports are due every other Wednesday by Noon. Please send Agency TL reports to Mariah Norwood mariah.norwood01@state.mn.us and cc Me patina.park@state.mn.us by the biweekly deadline.

The report should include highlights you would like to share from your Tribal engagements, any issues raised by the Tribes that you feel the Principals should know about, any successes, and upcoming tribal events or agency events. The time period should cover two weeks from a Wednesday to Tuesday.

Tribal Liaison Activities (Wednesday, Month/Day - Tuesday, Month/Day)

*Please focus on activities that you believe should be shared with the Governor and Lt. Governor. We would like to see a few highlights - there is no expectation that this will be comprehensive of every tribal-related activity your agency has done.

**Keep in mind that the report to the Governor and Lt. Governor will include a maximum of 4 entries sometimes may not include anything from your report. If there is something important you want to make sure is in the final report, please write in bold.

2-5 sentences with a high-level outline the activity. Make sure you refer to your agency by name/acronym (do not use "I" or "We" or any names)

Tribal Relations and Consultation Updates

No 19th: The Minnesota Board of Water and Soil Resources (BWSR) had the agency's first annual consultation with the Prairie Island Indian Community.

The agency Tribal Liaison has been working to follow-up with each Tribal Government regarding the invitation for annual Tribal consultation sent cooperatively by the Minnesota Management and Budget, Metropolitan Council, and BWSR. BWSR has Tribal consultations scheduled with the Shakopee Mdewakanton Sioux Community, the Red Lake Nation, and the White Earth Nation in January 2025 and is working on scheduling consultation with the Leech Lake Band of Ojibwe, Fond du Lac Band of Lake Superior Chippewa, and Grand Portage Band of Lake Superior Chippewa.

A draft of the agency's Tribal Consultation Policy has been shared with each Tribal Government with a request to advise on the path for seeking Tribal Government review and input from each. The agency Tribal Liaison is also working to follow-up on these requests with each Tribal Government.

Agency Rulemaking - Wetland Conservation Act

The agency is in-process of amending the administrative rules (MN Rules Chapter 8420) that govern the Wetland Conservation Act – the state's primary wetland protection law. This topic was included in the agency's invitation for Tribal consultation in the fall.

Agency staff will be presenting on this rulemaking effort to the Minnesota Tribal Environmental Committee on December 13th. BWSR will also be hosting two virtual webinars for Tribal Governments to learn more about this effort and the agency's proposed plan for rulemaking and Tribal consultation.

- **December 16, 2024; 1:00-2:00 PM**
- **January 6, 2025; 1:00-2:00 PM**

Agency Learning and Training

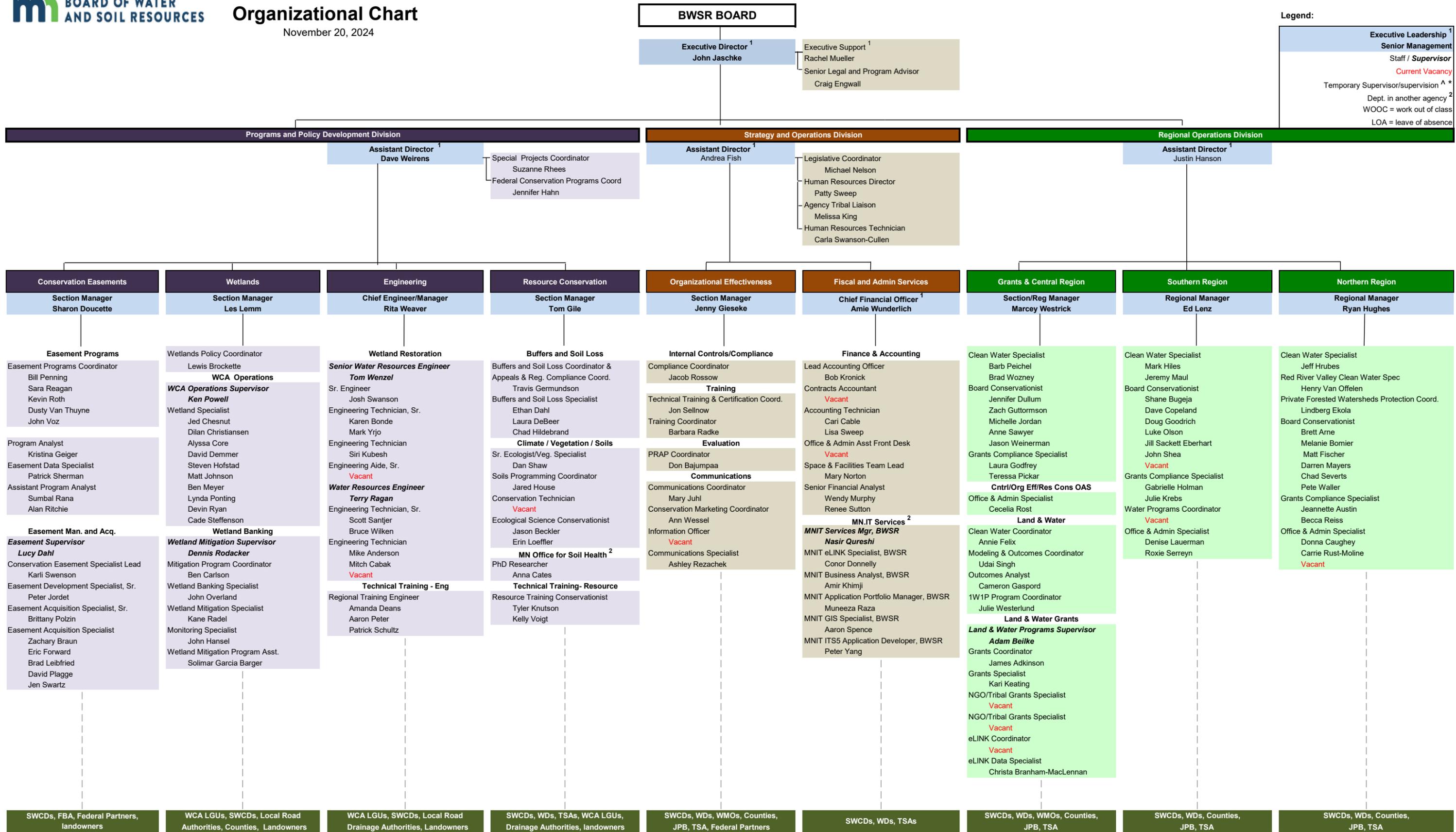
The agency has been holding internal conversations with staff to review goals, roles, and processes with regards to the agency's Tribal Relations Change Management Plan and the agency's draft Tribal Consultation policy.

November 14-15th: BWSR had 7 staff and 2 Board members participate in the November Tribal-State Relations Training hosted by the Shakopee Mdewakanton Sioux Community (photo below).



November 21-22nd: The Agency Tribal Liaison attended the Minnesota Indian Affairs Council quarterly meeting.

Executive Leadership¹
Senior Management
 Staff / **Supervisor**
 Current Vacancy
 Temporary Supervisor/supervision[^] *
 Dept. in another agency²
 WOOC = work out of class
 LOA = leave of absence



BWSR Board Member Conflict of Interest in Grant Review – Disclosure Form

Meeting: _____

Date: _____

I certify that I have read and understand the descriptions of conflict of interest provided, reviewed my participation for conflict of interest, and disclosed any perceived, potential, or actual conflicts. As a BWSR Board member, appointed according to Minnesota Statute Section 103B.101, I am responsible for evaluating my participation or abstention from the review process as indicated below. If I have indicated an actual conflict, I will abstain from the discussion and decision for that agenda item.

Please complete the form below for all agenda items. If you indicate that you do not have a conflict for an agenda item, you do not need to fill out additional information regarding that agenda item.

Agenda Item	No conflict (mark here and stop for this row)	Grant applicant(s) associated with conflict (required if conflict identified)	Conflict Type (required if conflict identified)	Will you participate? (required if conflict identified)	Description of conflict (optional)
				Yes / No	
				Yes / No	
				Yes / No	
				Yes / No	

Printed name: _____

Signature: _____

Date: _____

<input type="checkbox"/> IN-STATE	<input type="checkbox"/> SHORT TERM ADVANCE	SEMA4 EMPLOYEE EXPENSE REPORT	<input type="checkbox"/> Check if advance was issued for these expenses
<input type="checkbox"/> OUT-OF-STATE	<input type="checkbox"/> RECURRING ADVANCE		<input type="checkbox"/> FINAL EXPENSE(S) FOR THIS TRIP?

Employee Name	Home Address (Include City and State)	Permanent Work Station (Include City and State)	Agency	1-Way Commute Miles	Job Title
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Employee ID	Rcd #	Trip Start Date	Trip End Date	Reason for Travel/Advance (30 Char. Max) [example: XYZ Conference, Dallas, TX]	Barg. Unit	Expense Group ID (Agency Use)
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Chart String(s)	A	B	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agncy Cost 1	Agncy Cost 2	PC BU	Project	Activity	Srcce Type	Category	Sub-Cat	Distrib %
			A. Description:														
B. Description:																	

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Miles	Mileage Rate	Meals ✓			Total Meals (overnight stay)	Total Meals (no overnight stay) taxable	Lodging	Personal Telephone	Parking	Total						
		Time	Location				B	L	D												
							Depart											<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
VEHICLE CONTROL #					Total Miles	0				Total MWI/MWO	0.00	Total MEI/MEO	0.00	Total LGI/LGO	0.00	Total PHI/PHO	0.00	Total PKI/PKO	0.00	Subtotal (A)	0.00

Figure mileage reimbursement below

MILEAGE REIMBURSEMENT CALCULATION	OTHER EXPENSES – See reverse for list of Earn Codes.
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Enter the rates, miles, and total amounts for the mileage listed above. Get the IRS rate from your agency business expense contact.	Rate	Total Miles	Total Mileage Amt.	Date	Earn Code	Comments	Total
1. Enter rate, miles, and amount being claimed at equal to the IRS rate.			0.00				
2. Enter rate, miles, and amount being claimed at less than the IRS rate.			0.00				
3. Enter rate, miles, and amount being claimed at greater than the IRS rate.			0.00				
4. Add the total mileage amounts from lines 1 through 3.			0.00				
5. Enter IRS mileage rate in place at the time of travel.							
6. Subtract line 5 from line 3.	0.000						
7. Enter total miles from line 3.		0				Subtotal Other Expenses: (B)	0.00
8. Multiply line 6 by line 7. This is taxable mileage.			0.00 <small>(Copy to Box C)</small>			Total taxable mileage greater than IRS rate to be reimbursed: (C)	0.00 <small>MIT or MOT</small>
9. Subtract line 8 from line 4. If line 8 is zero, enter mileage amount from line 4. This is non-taxable mileage.			0.00 <small>(Copy to Box D)</small>			Total nontaxable mileage less than or equal to IRS rate to be reimbursed: (D)	0.00 <small>MLI or MLO</small>
Grand Total (A + B + C + D)							0.00

If using private vehicle for out-of-state travel: What is the lowest airfare to the destination? Total Expenses for this trip must not exceed this amount.

I declare, under penalty of perjury, that this claim is just, correct and that no part of it has been paid or reimbursed by the state of Minnesota or by another party except with respect to any advance amount paid for this trip. I AUTHORIZE PAYROLL DEDUCTION OF ANY SUCH ADVANCE. I have not accepted personal travel benefits.

Less Advance issued for this trip:	
Total amount to be reimbursed to the employee:	0.00
Amount of Advance to be returned by the employee by deduction from paycheck:	0.00

Employee Signature _____ Date _____ Work Phone: _____

Approved: Based on knowledge of necessity for travel and expense and on compliance with all provisions of applicable travel regulations.

Supervisor Signature _____ Date _____ Work Phone: _____

Appointing Authority Designee (Needed for Recurring Advance and Special Expenses)

Signature _____ Date _____

EMPLOYEE EXPENSE REPORT (Instructions)

DO NOT PAY RELOCATION EXPENSES ON THIS FORM.

See form FI-00568 Relocation Expense Report. Relocation expenses must be sent to Minnesota Management & Budget, Statewide Payroll Services, for payment.

USE OF FORM: Use the form for the following purposes:

1. To reimburse employees for authorized travel expenses.
2. To request and pay all travel advances.
3. To request reimbursement for small cash purchases paid for by employees.

COMPLETION OF THE FORM: Employee: Complete, in ink, all parts of this form. If claiming reimbursement, enter actual amounts you paid, not to exceed the limits set in your bargaining agreement or compensation plan. If you do not know these limits, contact your agency's business expense contact. Employees must submit an expense report within 60 days of incurring any expense(s) or the reimbursement comes taxable.

All of the data you provide on this form is public information, except for your home address. You are not legally required to provide your home address, but the state of Minnesota cannot process certain mileage payments without it.

Supervisor: Approve the correctness and necessity of this request in compliance with existing bargaining agreements or compensation plans and all other applicable rules and policies. Forward to the agency business expense contact person, who will then process the payments. Note: The expense report form must include original signatures.

Final Expense For This Trip?: Check this box if there will be no further expenses submitted for this trip. By doing this, any outstanding advance balance associated with this trip will be deducted from the next paycheck that is issued.

1-Way Commute Miles: Enter the number of miles from your home to your permanent workstation.

Expense Group ID: Entered by accounting or payroll office at the time of entering expenses. The Expense Group ID is a unique number that is system-assigned. It will be used to reference any advance payment or expense reimbursement associated with this trip.

Earn Code: Select an Earn Code from the list that describes the expenses for which you are requesting reimbursement. Be sure to select the code that correctly reflects whether the trip is in state or out-of-state. **Note:** Some expense reimbursements may be taxable.

Travel Advances, Short-Term and Recurring: An employee can only have one outstanding advance at a time. An advance must be settled before another advance can be issued.

Travel Advance Settlement: When the total expenses submitted are less than the advance amount or if the trip is cancelled, the employee will owe money to the state. Except for rare situations, personal checks will not be accepted for settlement of advances; a deduction will be taken from the employee's paycheck.

FMS ChartStrings: Funding source(s) for advance or expense(s)

Mileage: Use the **Mileage Reimbursement Calculation** table to figure your mileage reimbursement. Mileage may be authorized for reimbursement to the employee at one of three rates (referred to as the equal to, less than, or greater than rate). The rates are specified in the applicable bargaining agreement/compensation plan. Note: If the mileage rate you are using is above the IRS rate at the time of travel (this is not common), part of the mileage reimbursement will be taxed.

Vehicle Control #: If your agency assigns vehicle control numbers follow your agency's internal policy and procedure. Contact your agency's business expense contact for more information on the vehicle control number procedure.

Personal Travel Benefits: State employees and other officials cannot accept personal benefits resulting from travel on state business as their own. These benefits include frequent flyer miles/points and other benefits (i.e. discounts issued by lodging facilities.) Employees must certify that they have not accepted personal travel benefits when they apply for travel reimbursement.

Receipts: Attach itemized receipts for all expenses except meals, taxi services, baggage handling, and parking meters, to this reimbursement claim. The Agency Designee may, at its option, require attachment of meal receipts as well. Credit card receipts, bank drafts, or cancelled checks are not allowable receipts.

Copies and Distribution: Submit the original document for payment and retain a copy for your employee records.

Description	Earn Code		Description	Earn Code	
	In State	Out of State		In State	Out of State
Advance	ADI	ADO	Membership	MEM	
Airfare	ARI	ARO	Mileage > IRS Rate	MIT*	MOT*
Baggage Handling	BGI	BGO	Mileage < or = IRS Rate	MLI	MLO
Car Rental	CRI	CRO	Network Services	NWK	
Clothing Allowance	CLA		Other Expenses	OEI	OEO
Clothing-Non Contract	CLN		Parking	PKI	PKO
Communications - Other	COM		Photocopies	CPI	CPO
Conference/Registration Fee	CFI	CFO	Postal, Mail & Shipping Svcs.(outbound)	PMS	
Department Head Expense	DHE		Storage of State Property	STO	
Fax	FXI	FXO	Supplies/Materials/Parts	SMP	
Freight & Delivery (inbound)	FDS		Telephone, Business Use	BPI	BPO
Hosting	HST		Telephone, Personal Use	PHI	PHO
Laundry	LDI	LDO	Training/Tuition Fee	TRG	
Lodging	LGI	LGO	Taxi/Airport Shuttle	TXI	TXO
Meals With Lodging	MWI	MWO	Vest Reimbursement	VST	
Meals Without Lodging	MEI*	MEO*	Note: * = taxable, taxed at supplemental rates		