

**BOARD OF WATER AND SOIL RESOURCES  
520 LAFAYETTE ROAD NORTH  
ST. PAUL, MN 55155  
WEDNESDAY, JUNE 25, 2025**

**AGENDA**

**9:00 AM CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

**MINUTES OF MAY 28, 2025 BOARD MEETING**

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

**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 – Thom Petersen
- Minnesota Department of Health – Steve Robertson
- Minnesota Department of Natural Resources – Sarah Strommen
- Minnesota Extension – Joel Larson
- Minnesota Pollution Control Agency – Katrina Kessler

**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**

***Central Region Committee***

1. Washington County Groundwater Plan 2025-2035 – Michelle Jordan – ***DECISION ITEM***

***RIM Reserve Committee***

1. Reinvest in Minnesota (RIM) Reserve Conservation Practices and Reimbursement Payment Rates  
– Sharon Doucette – ***DECISION ITEM***
2. Technical Amendment to Board Order 25-21 – Sharon Doucette – **DECISION ITEM**

**NEW BUSINESS**

1. Nutrient Reduction Strategy Update – Matt Drewitz, MPCA – ***INFORMATION ITEM***

**UPCOMING MEETINGS**

- BWSR Board Tour and Meeting, August 27-29, 2025

**ADJOURN**



# Cultivating connections, cover in Lower Minnesota River West



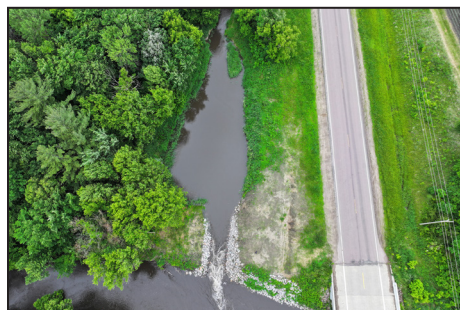
YOUR Clean Water  
Fund AT WORK

Clean Water  
Funds are the  
sole source of  
Watershed-Based  
Implementation  
Funding.

**T**he Lower Minnesota River West Partnership is nearing the finish line on its first two-year Watershed-Based Implementation Funding (WBIF) grant. The partnership in those two years surpassed its 10-year goal for cover crop signups.

The \$821,617 in WBIF dollars the Minnesota Board of Water and Soil Resources (BWSR) made available to the partnership was critical in enrolling thousands of acres of cover crops in one- to three-year contracts, and in building a key sediment control project just outside Arlington.

Lower Minnesota River West's [One Watershed One Plan](#) (1W1P) was approved in March 2023. The grant runs through December, but work is



Sibley SWCD Manager Joel Wurscher, **top**, put into perspective a Watershed-Based Implementation Funding-supported project, **middle**, that replaced a failing drainage culvert, **bottom**, just outside Sportsman's Park in Arlington. The SWCD, High Island Creek Watershed District, city and township's solution will keep an estimated 86 tons of sediment out of High Island Creek annually.  
**Photo Credits:**  
Sibley SWCD





**Left:** A multi-species cover crop grows in Sibley County's Moltke Township. Within two years, the Lower Minnesota River West planning partnership enrolled 4,704 acres in cover crop contracts with 11 farmers. **Middle:** High Island Creek is seen in 2023 under low-flow conditions at the point where it outlets into the Minnesota River. The view is from the riverbank, looking toward High Island Creek. **Right:** The Minnesota River winds through a stretch of Sibley County between Henderson and Blakeley.

expected to wrap up sooner. This collaborative effort included the Sibley Soil and Water Conservation District (SWCD), the High Island Creek Watershed District, plus Sibley County, and McLeod and Nicollet SWCDs and counties. As Sibley County comprises most of the watershed, the Sibley SWCD staff felt the pressure to deliver results.

"Right before we started with WBIF, I was extremely anxious and a little bit skeptical about the change," said Sibley SWCD District Manager Joel Wurscher.

The watershed's rich, clay loam soils are perfect for corn and soybeans. According to the [2022 Census of Agriculture](#), Sibley County ranked No. 11 out of 86 Minnesota counties where grains and oilseeds are grown. Because soil is a practically nonrenewable resource and agriculture is critical to the local economy, the partnership listed curbing excessive erosion among its highest conservation priorities.

Lower Minnesota River West's 1W1P called for sowing 4,000 acres of cover crops or perennial vegetation. The plants anchor the soil with their roots, reducing the risk of soil loss from wind or

rain. Achieving this ambitious goal was a 10-year plan. The partnership accomplished it in two years, enrolling 4,707 acres in cover crop contracts with 11 different farmers.

"I did not see this happening in my crystal ball. I think we just had a perfect storm," Wurscher said. "We had some operators that were interested — or on the fence. We held some very successful, well-attended events tailored to soil health practices, all while finally having the money to offer these folks incentives to give it a try."

Outreach was [a key part](#) of Lower Minnesota River West's strategy, as its WBIF allocated \$100,000 toward dedicated staff and programming. Two-thirds of the 104 attendees who participated in Lower Minnesota River West's soil health-focused events were farmers.

Lower Minnesota River West's cover crop policy offered farmers a suite of options. The largest cost-share payment required farmers to commit to a three-year, multi-species cover crop. If a producer committed to planting cover crops for more than one year, there was no limit on the number of acres that could

be enrolled. Eleven producers enrolled in 12 contracts. Five of the contracts were for three years; five involved multi-species mixes.

While cover crops were a major focus of the partnership's first WBIF grant, strengthening the relationship among watershed partners was another.

One example is Project 7: a failing drainage culvert near the city of Arlington's Sportsman's Park, which contains a baseball field. The site was not only an eyesore but also a potent source of pollution as its banks gradually eroded and flowed into High Island Creek. Because High Island Creek eventually flows into the Minnesota River, downstream impacts extend beyond Sibley County.

The site was identified as a priority area in the partnership's 1W1P, and WBIF funds unlocked a solution.

The Sibley SWCD and the High Island Creek Watershed District quickly came together with Arlington city and township leaders to plan the next steps. After the city of Arlington transferred ownership of a key parcel to the High Island Creek Watershed District, Lower

Minnesota River West worked with Houston Engineering for a unique solution.

By combining elements of a water and sediment control basin and a grade stabilization structure, the resulting design met Lower Minnesota River West's ambitious water-quality goals while also meeting the needs of the High Island Watershed District.

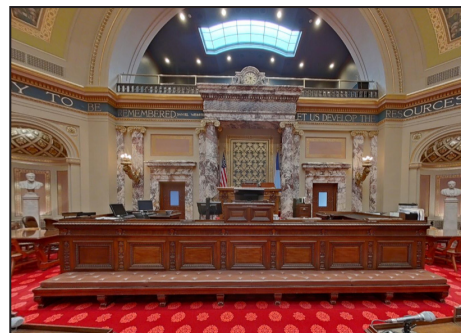
A direct result of the efforts of Lower Minnesota River West and WBIF funding, which covered about 94% of the \$92,280 construction and design cost, that project will keep an estimated 86 tons of sediment, 615 pounds of phosphorus, and over 15 tons of nitrogen out of High Island Creek.

Now, with the next round of WBIF, the partnership plans to shift its focus to more structural projects such as Project 7.

"It has been a huge boost. Honestly, we wouldn't have been able to accomplish one-fourth of what we have done without the help of WBIF funding," Wurscher said. "I would hate to see where we would be without it."

BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.

# 2025 legislative work funds local conservation including soil health, easements, wetlands



YOUR Clean Water  
Fund AT WORK

**The Minnesota Legislature allocated \$139.3 million from the Clean Water Fund to BWSR for the 2026-27 biennium to support Watershed-Based Implementation Funding, competitive grants, easements and other conservation priorities.**

Conservation programs and initiatives overseen by the Minnesota Board of Water and Soil Resources (BWSR) will benefit from funding allocations and policy changes passed during the 2025 regular legislative session and a June 9 special session.

Allocations for the 2026-27 biennium emphasize support for local government conservation delivery, including competitive and noncompetitive grants. Programs and initiatives funded this budget cycle include local soil and water conservation district (SWCD) conservation delivery aid, conservation easements, soil health implementation, wellhead protection and wetland restorations.

The following are among this session's conservation highlights.

## Capital investment (bonding)

The Minnesota Legislature passed a \$700 million capital investment (bonding) bill during the special session. It includes \$5 million for BWSR's Local Government Road

Wetland Replacement Program (LGRWRP), which develops wetland mitigation by restoring previously drained or filled wetlands and adjacent uplands. The LGRWRP then provides this wetland mitigation to local road authorities — such as counties, cities and townships — to offset impacts to wetlands that occur while repairing, restoring or replacing public roads.

## General fund

The Legislature passes a biennial budget during odd-numbered years. BWSR's general fund budget for fiscal years 2026 and 2027 (FY26-27) reflects a measured approach to the state's priorities given an unclear budget outlook. New fiscal years begin on July 1.

BWSR received a total of \$35.2 million in general fund dollars for the next biennium. The largest allocations include \$6.2 million for SWCD conservation delivery aid and \$6.8 million for County Natural Resources Block Grants. Additional funding was dedicated to invasive species and weed management, technical assistance for the Minnesota Drainage Work

**From left:** The Minnesota House of Representatives passes legislation in the House chamber; "The Progress of the State," a gilded quadriga statue, perches atop the Minnesota State Capitol; the Minnesota Senate passes legislation in the Senate chamber. **Photo Credits:** Minnesota Historical Society

Group and soil health practices administration. Pass-through funding for certain areas of the state — including the Red River Basin, Lower Minnesota River watershed and southwestern Minnesota floodplains — totaled \$960,000.

Included in the total, BWSR received one-time appropriations of \$200,000 for agreements with local governments to implement programs that reduce water pollution caused by garbage and other waste left on the ice of state waters. An additional \$3 million was allocated to the LGRWRP to help mitigate local projects.

## Clean Water Fund

The Legislature approved the Clean Water Council's recommendation for BWSR to receive \$139.3 million from the state's Clean Water Fund (CWF) for BWSR initiatives during the FY26-27 biennium, with most funds set aside for local conservation implementation. Funding highlights include: \$88.1 million for Watershed-Based Implementation

Funding (WBIF), \$6 million for competitive projects and practices grants, and \$8.7 million for accelerated implementation grants.

BWSR continues to transition its conservation funding model away from plan development and competitive grants — such as the projects and practices and accelerated implementation grants — while dedicating more dollars to formula-based WBIF grants. Planning partnerships formed via BWSR's One Watershed, One Plan Program and related efforts receive WBIF biennially to target the highest priority projects in Minnesota's watersheds as identified in local comprehensive watershed management plans.

In addition to funding conservation project implementation grants for local governments, Clean Water Funds approved this session include \$9.48 million for cover crop adoption, \$5 million for targeted wellhead easements, \$1 million for critical shoreland easements, \$2 million for working lands floodplain

easements, \$4 million for riparian protection and \$2 million for conservation drainage management.

Additional CWF dollars will support BWSR's work with its partners, including \$1.5 million for agreements with the Conservation Corps of Minnesota & Iowa, \$1 million for implementing the Clean Water Legacy Partners Grant Program, and \$1 million for local partners in the Lake Superior basin to leverage federal funding such as the Great Lakes Restoration Initiative.

## Outdoor Heritage Fund

Through the Legacy Finance Bill, BWSR will receive funding for six projects as recommended by the Lessard-Sams Outdoor Heritage Council:

- \$2.2 million: Camp Ripley Army Compatible Use Buffer (ACUB) Program
- \$3.4 million: RIM grasslands easements
- \$4 million: Reinvest in Minnesota (RIM) Buffers for Wildlife and Water
- \$4.3 million RIM

wetlands

- \$2.7 million: Integrating Habitat and Clean Water
- \$1 million: Mississippi Headwaters Habitat Corridor Project

## Policy changes

BWSR-related policy provisions passed as part of the Environment and Natural Resources Bill. These include requiring BWSR to track extensions of decisions by other government units related to wetlands, as found in Minnesota Rules Chapter 8420. BWSR is required to provide a one-time legislative report in 2028 about these extensions. The bill also repealed a 2007 local government reporting requirement for ditch buffer strips. The repeal was recommended by the BWSR-facilitated Drainage Work Group since the reporting duplicates other, more comprehensive reporting requirements established through the 2015 Buffer Law.

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# Camp Ripley's Stewardship Day helps restore Mississippi riverbank, connects community



**A** one-day planting event helped stabilize a stretch of Mississippi River shoreline where Fort Ripley once stood, underscoring Camp Ripley's commitment to ecological and cultural stewardship through hands-on conservation.

The annual Stewardship Day brought together military personnel, civilian employees and conservation partners to plant native prairie species as part of a broader effort to restore a 25-acre grassland.

"A big aspect of Stewardship Day is getting involved with the

community, getting people to understand that Camp Ripley, while a military installation, relies on the environment, and the grounds provide that sort of training environment. So, for us to maintain it, to make sure that for generations to come we can continue to use it and accomplish our mission, that's really the purpose of Stewardship Day — bringing outside communities to come work with us, to see what Camp Ripley has to offer to the local community," said 1st Lt. Colton Rossow, Camp Ripley public affairs officer.

Rossow said the event is about

*Volunteers took part in the Stewardship Day celebration on May 22, recognizing achievements in ecological sustainability and the importance of environmental awareness. This year, the group focused on planting flowering prairie plants at the historic Fort Ripley site within Camp Ripley. Photo Credits: Tony Housey, Minnesota National Guard*





About 80 volunteers planted nearly 1,900 native prairie plugs along the Mississippi River shoreline during the annual event.

more than just planting: It's about building relationships with Tribal communities, demonstrating respect for the land's original inhabitants, understanding history and ensuring the land remains healthy for future generations.

Formerly known as Planting for the Future, the May 22 event merged environmental conservation with historical preservation. About 80 volunteers, including Camp Ripley employees, National Guard service members and Morrison Soil and Water Conservation District (SWCD) employees, planted nearly 1,900 native prairie plugs, including butterfly milkweed, prairie smoke, blazing star and goldenrod, along a recently restored section of Mississippi River shoreline.

The event took place on the site where Fort Ripley once stood. Today, a sign marks the former military outpost, which was established in 1848 and is listed on the National Register of Historic Places.

Stewardship Day also included a historical education component, highlighted by a presentation from Don Wedll, a historian for

the Mille Lacs Band of Ojibwe. Wedll, visiting the Fort Ripley site for the first time, shared stories about the Tribal history and early United States government relationships connected to the land. Wedll highlighted the site's importance and the area's Indigenous history, adding cultural depth to the environmental restoration efforts.

"He has such a vast knowledge of the history, and especially the Tribal history in this area. I think for him, it was the opportunity to showcase that we are being good stewards of this site, that the Camp Ripley and the Minnesota National Guard are protecting it and restoring it back to some of its natural biodiversity. It's good to show our Tribal partners that we're protecting both the history and the biological integrity of these lands," said Josh Pennington, conservation program supervisor at Camp Ripley.

Built as part of the United States government's effort to control the northern frontier, the fort served as a buffer between Dakota and Ojibwe lands and was intended to protect the relocated Ho-Chunk people. Its presence encouraged Euro-American settlement in

the area, and although it was briefly closed, the fort was reoccupied due to rising tensions. During the [United States-Dakota War of 1862](#), settlers sought refuge there amid fears the conflict might spread. The fort sat along the Mississippi River, which was used to ship supplies before railroads and highways existed, making its location important for both the military and early settlers.

A shoreline restoration project funded through Minnesota's Environment and Natural Resources Trust Fund was completed there in fall 2024. The funds were awarded to the Minnesota Department of Military Affairs and supported a small tree and shrub planting, which laid the groundwork for this year's shoreline planting.

"One of the coolest aspects of this year's event was seeing all the people working hard, scaling up the side of this riverbank, and seeing the reconstructed riverbank and how it's starting to grow and get back to its natural look," said Rossow.

The event was also designed with high school students in mind, particularly those from Tribal schools, to connect youth with environmental

work and potential careers at Camp Ripley. Although scheduling conflicts limited student participation this year, Tribal high school students have contributed to past planting efforts. Still, Camp Ripley plans to expand outreach efforts in future years, inviting future high school classes to the yearly event.

Morrison SWCD staff helped to coordinate logistics and secure funding through the Minnesota Board of Water and Soil Resources (BWSR).

"We really value the relationship and the partnership with BWSR, but also the Morrison Soil and Water Conservation District, which was critical this year," Pennington said. "It is important to have partners that can accept funds and help fund events like this. They were on site as well and provided staff and the means through which BWSR could contribute financially. BWSR was able to provide funding to the SWCD, and the SWCD made the necessary purchases and helped facilitate the event."

BWSR supported the event with a \$5,000 sponsorship from a state pollinator fund, reflecting a continued commitment



to habitat restoration and environmental education initiatives. The [fund](#), sourced from [lottery-in-lieu-of-taxes](#) revenue, underscores BWSR's mission to work with diverse partners to protect Minnesota's land and water resources.

BWSR Tribal Liaison  
Melissa King was also on

site and provided native seed packets. King handed out [Lawns to Legumes](#) program materials, discussed the program and referred a few people to local SWCD resources for conservation and pollinator projects. King also attended last year's event.

"Participating in the

2024 event was a unique experience — bringing together conservation professionals, service members and American Indian youth in a shared space of learning, respect and connection to the land. The land stewardship approach closely aligned with BWSR's mission and initiatives to restore

native plant communities and protect pollinators," King said. "Supporting the 2025 event provided BWSR with a meaningful opportunity to engage new audiences in this work."

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# Local governments tap PRAP grants to assess, streamline staffing needs

Local government units (LGUs) throughout Minnesota are improving staffing and workload efficiencies with support from Performance Review and Assistance Program (PRAP) grants from the Minnesota Board of Water and Soil Resources (BWSR).

BWSR established PRAP in 2012 to help LGUs systematically review their organizations' performance to find ways to improve processes and boost efficiency. The grants fund organizational improvement activities such as assessing staff workloads, updating personnel policies, and working in conjunction with consultants to complete strategic plans and assessments. BWSR has awarded approximately \$450,000 in PRAP grants since the program began.

Three recent PRAP recipients that focused on staff and workload assessments shared their experiences.

## Southwest Prairie Technical Service Area (TSA 5)

The Southwest Prairie Technical Service Area (TSA 5) received a \$20,000 PRAP grant from BWSR last year to help analyze staff workloads. TSA 5 provided a \$15,600 match, primarily in the form of staff time. Grant work began in April 2024 and concluded in October.

Technical Service Areas (TSAs) are joint powers organizations that provide technical assistance and guidance to member soil and water conservation districts (SWCDs). Eight TSAs operate throughout the state. TSA 5 supports 11 SWCDs: Cottonwood, Jackson, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock and Yellow Medicine.



*Wilkin SWCD Co-Administrators Beatrice Newman and Eric Stroh reviewed a final report for a staffing assessment prepared by Houston Engineering and supported by a PRAP grant from BWSR. SWCD staff applied for the grant to get a comprehensive look at district workloads and evaluate if changes were needed. Photo Credit: Wilkin SWCD*

TSA 5 is involved with eight separate One Watershed, One Plan (1W1P) planning partnerships. TSA 5 Manager Kay Gross, who also is the SWCD's district administrator, said she applied for the PRAP grant to help navigate staffing needs related to implementing 1W1P.

"With multiple plans coming online, I wondered, 'Do we have enough staff out here to do what we need to do?'" Gross said. "It really comes down to what our districts need to get done when we look at these plans. It can feel daunting."

TSA 5 contracted Houston Engineering to complete the workload assessment. The process began with a kickoff meeting for SWCD supervisors within TSA 5, and included workshops and surveys for TSA 5 staff and the TSA's associated SWCDs. Houston Engineering

used information from these meetings and surveys to review and analyze TSA 5's staffing and workload needs.

This analysis determined that the TSA should ideally hire an additional full-time employee to meet staffing needs. Gross said the TSA had been hoping to add an additional staff member and now aims to hire someone in 2026.

"I would recommend PRAP grants to other districts," Gross said. "It really helps to see if you're missing something. Having another pair of eyes coming in from outside to analyze things is a big benefit."

## Morrison SWCD

The Morrison SWCD received a \$10,000 PRAP grant last year and



“The most useful outcome out of this whole process has been the conversations we’ve had between staff and the board. It was great to have those discussions, and to have them not out of fear or stress. It was more, ‘We’re in a really good position right now, let’s evaluate where we’re at.’”

— Shannon Wettstein, Morrison SWCD



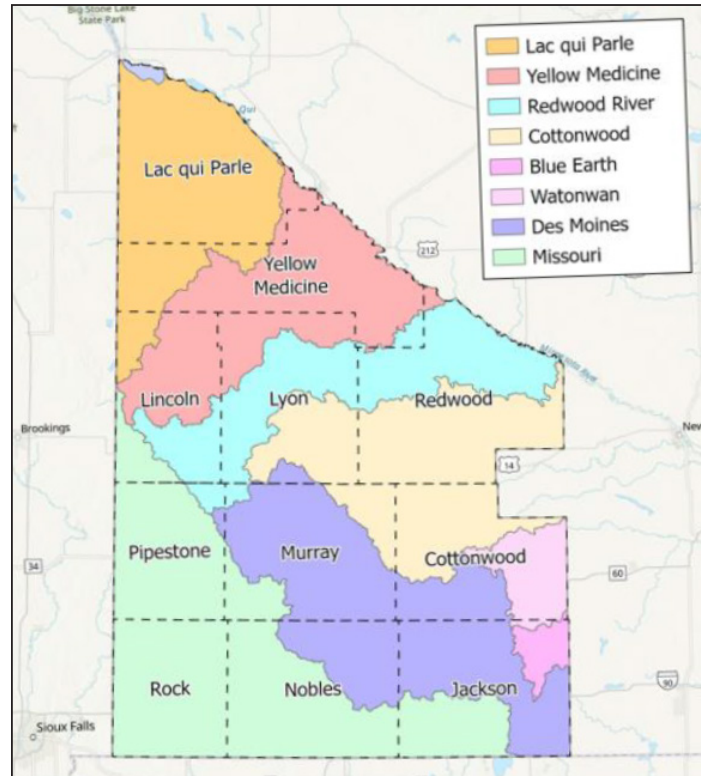
provided a \$5,750 match. Grant work began in December 2023 and concluded in December 2024.

The Morrison SWCD contracted with Houston Engineering to perform the workload and staffing assessment. This effort began with two workshops — one for SWCD supervisors, the other for staff — and included an in-depth analysis of district documents such as work plans and program evaluations.

Morrison SWCD District Administrator Shannon Wettstein said she applied for the grant for several reasons. Two longtime SWCD employees retired last year, prompting a look at organizational structures. Additionally, the SWCD in recent years has explored more federal funding opportunities, and Wettstein was interested in the potential impacts of working with more federal grants.

The recommendation: hire two additional full-time employees to meet staffing needs. Wettstein said the uncertainty of federal funding put hiring on hold, but the discourse spurred by the grant work was more than worthwhile.

“The most useful outcome out of this whole process has been the conversations



*TSA 5 is involved in eight separate One Watershed, One Plan (1W1P) planning partnerships. Watershed planning boundaries are shown in relation to TSA 5 counties above. TSA 5 Manager Kay Gross said she applied for a PRAP grant to help navigate staffing needs related to implementing the large number of plans. Map Credit: TSA 5*

we’ve had between staff and the board,” Wettstein said. “It was great to have those discussions, and to have them not out of fear or stress. It was more, ‘We’re in a really good position right now, let’s evaluate where we’re at.’”

The Morrison SWCD is working on another PRAP grant focused on updating its employee policy. It is slated to wrap up in December.

## Wilkin SWCD

The Wilkin SWCD received a \$10,000 PRAP grant in February 2024, which it matched at over 100% with a \$12,650 contribution. Grant work concluded in October.

Wilkin SWCD Administrator Eric Stroh applied for the grant to get a comprehensive look at district workloads and evaluate if changes were needed. Recent turnover in SWCD management

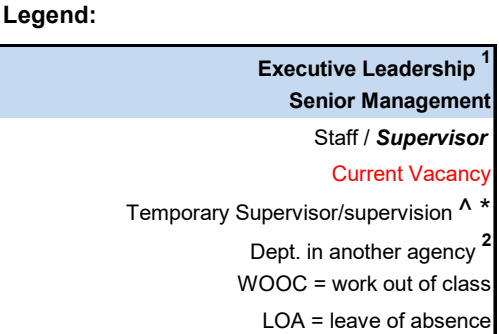
also prompted the staffing assessment. Wilkin SWCD is co-managed by two district administrators: Stroh and Beatrice Newman.

“It helped us reprioritize things,” Newman said. “We were able to say, ‘Here are our priorities, but here’s where we’re spending our time.’ This helped us ask how we can take our time and better put it toward our priorities.”

Like Morrison SWCD and TSA 5, Wilkin SWCD worked with Houston Engineering. The consultant helped facilitate a survey for supervisors, plus several workshops for staff, and analyzed district documents to prepare their assessment. The recommendation: hire a seasonal worker. Other recommendations included updating employee job descriptions and looking into time tracking systems for district activities.

Newman said she agreed that adding a seasonal employee could benefit the SWCD and was exploring that option. “The PRAP grant helped us accurately and physically see where all the work is going for the district,” Newman said. “It really helped us visualize everything.”

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

Chart String(s)	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agncy Cost 1	Agncy Cost 2	PC BU	Project	Activity	Srce Type	Category	Sub-Cat	Distrib %
	A														
	B														

A. Description:

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Miles	Mileage Rate	Figure mileage reimbursement below	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"/>						0.00						
			Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
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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

B. Description:

MILEAGE REIMBURSEMENT CALCULATION				OTHER EXPENSES – See reverse for list of Earn Codes.			
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 <b>equal to the IRS rate</b> .			0.00				
2. Enter rate, miles, and amount being claimed at <b>less than the IRS rate</b> .			0.00				
3. Enter rate, miles, and amount being claimed at <b>greater than the IRS rate</b> .			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 <b>taxable</b> 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
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

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.

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.

	Earn Code			Earn Code	
Description	In State	Out of State	Description	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		