

**BOARD OF WATER AND SOIL RESOURCES (BWSR)
BOARD MEMBER PER DIEM AND EXPENSES POLICY
(effective November 1, 2018)**

- A. PER DIEM (The per diem rate is set in statute per Minn. Stat. §15.0575, Subd. 3. Per diem is \$55/day or what statute allows): Per diem is authorized for Board members for the following:
1. One per diem for regular monthly Board meetings, meetings of committees to which members are assigned, and special meetings called by the Board Chair or approved by the Executive Director. This does not apply to meetings of organizations, groups and local governments that are the primary responsibility of BWSR staff.
 2. One per diem for time spent in preparation time for each Board meeting, each committee meeting or each special meeting of the Board.
 3. One per diem is authorized for the day prior and the day after by Board members in travel status for board business when Board members travel more than 200 miles each way using vehicular transportation.
 4. One per diem is authorized for the day prior or the day after by Board members in travel status for board business when Board members travel more than 100 miles each way using vehicular transportation.
 5. Per diem incurred at other functions such as those sponsored or coordinated by the Association of Minnesota Counties (AMC), the Minnesota Association of Soil and Water Conservation Districts (MASWCD), the Minnesota Association of Watershed Districts (MAWD), the League of Minnesota Cities (LMC), or the Minnesota Association of Townships (MAT) under the conditions defined in items 1 through 4 if authorized by the Board, the Chair of the Board, or the Executive Director.
 6. Full-time employees of the State or one of its political subdivisions are not eligible to receive a per diem payment per Minn. Stat. § 15.0575, subd. 3.
 7. In no instances will more than one BWSR or other state agency issued per diem payment per day be permitted under this policy.
 8. Participation via conference call, videoconference, internet technology or other similar means in regular monthly Board meetings, meetings of committees to which members are assigned, and special meetings called by the Board Chair or the Executive Director, is considered the same as participation in-person for per diem or expense purposes.

B. EXPENSES: Expenses are authorized for Board members according to the following criteria:


1. Expenses incurred by Board members for attendance at meetings and events as described in items A1 – A5 will be reimbursed consistent with those authorized under the commissioner’s plan adopted under Minn. Stat. § 43A.18, subd. 2.

Reimbursable expenses may include, but are not limited to, the following: Commercial transportation (air, taxi, rental car, etc.); Meals including tax and a reasonable gratuity; Hotel and motel accommodations; Parking fees and toll charges.

Board members who use their personal office equipment, supplies and services in part for the purpose of receiving and generating telephone, fax, e-mail or other electronic messages related to Board activities, are eligible for a reimbursement for such equipment, supplies and services up to an amount not to exceed \$50 per month.

2. Child care expenses incurred as a result of monthly Board meetings, special or committee meetings of the Board shall be compensated as defined in Minn. Stat. § 15.0575, subd. 3.
3. Vehicle travel will be reimbursed at the standard Federal IRS mileage rate in effect at the time of travel.
4. Board members who are employees of the State or one of its political subdivisions may receive payment for their expenses incurred in performing their board member activities, unless those expenses are reimbursed by another source.
5. The Internal Revenue Service (IRS) requires business expenses to be submitted for reimbursement within 60 days after the expense is incurred or the trip ends. If not submitted within 60 days, the reimbursement becomes taxable for federal, state, FICA and Medicare; and withholding tax must be taken.

C. MEETING COORDINATION: Committee chairs and staff shall schedule committee meetings to efficiently use board members’ time and manage travel expenses.


Gerald Van Amburg, Chair
Minnesota Board of Water and Soil Resources

October 24, 2018
Date