

**BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155
WEDNESDAY, OCTOBER 23, 2024**

AGENDA

9:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF SEPTEMBER 25, 2024 BOARD MEETING

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

REPORTS

- Chair & Administrative Advisory Committee – Rich Sve
- 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 – 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

RIM Reserve Committee

1. Faribault Co. Easement Alteration Request - RIM Easements #22-49-01-01, 22-18-01-01, and 22-59-01-01 – Karli Swenson – ***DECISION ITEM***

Central Region Committee

1. Coon Creek Watershed Management Plan – Michelle Jordan – ***DECISION ITEM***

NEW BUSINESS

1. 2025 Proposed BWSR Board Meeting Schedule – John Jaschke – ***DECISION ITEM***
2. Minnesota Corn Growers Association – Adam Birr and Amanda Bilek – ***INFORMATION ITEM***

UPCOMING MEETINGS

- Grants Program and Policy Committee is scheduled for November 18th at 8:30 a.m. location TBD.
- BWSR Board meeting is scheduled for December 19th at 9:00 a.m. in St. Paul and by MS Teams.

ADJOURN

Funds available for landowners to diversify existing RIM easements



Native plants bloomed within a RIM Reserve easement in Yellow Medicine County in 2023. Funds now available for landowners to diversify existing easements were made available through a 2023 appropriation meant to bolster climate resiliency, adaptation and climate sequestration.
Contributed photos



RIM easement landowners who are interested in pursuing enhancements should contact their local SWCD.

Landowners interested in adding species diversity to existing Reinvest in Minnesota (RIM) Reserve easements may be eligible to receive up to \$600 an acre to cover site preparation, seed and planting costs. Applications opened Nov. 1.

The Minnesota Board of Water and Soil Resources (BWSR) in July received \$4 million in general funds to enhance existing RIM easements. The Minnesota Legislature's appropriation was meant to bolster climate resiliency, adaptation and carbon sequestration. BWSR dedicated \$2 million of that appropriation to increasing biodiversity, which will mitigate the effects of rainfall and runoff events. (The remaining \$2 million is earmarked for enhancing RIM wetlands easements, by increasing holding capacity or decreasing downstream flow.)

RIM Reserve, which started in 1986,

“ This funding will allow for a fresh start to create high-diversity stands with forbs and native grasses. ”

— Brayden Anderson,
Yellow Medicine SWCD



was meant to restore certain marginal and environmentally sensitive agricultural land to protect soil and water quality and support fish and wildlife habitat. It involves acquiring limited land-use rights for conservation purposes. Landowners establish habitat restoration practices by planting native grasses, forbs, and trees, as well as restoring wetlands.

To date, about 7,760 recorded RIM Reserve easements cover about 340,600 acres in Minnesota.

“In the last few years, there has been

a significant increase in requests for funds from RIM landowners looking for options to maximize diversity,” said Brayden Anderson, Yellow Medicine Soil and Water Conservation District (SWCD) director.

“Some of these easements are changing ownership for the first time since enrollment, and the new landowners have the intention of creating the best and most diverse habitat for hunting. Others just enjoy seeing the dozens of species of forbs and grasses, benefiting all wildlife,” Anderson said.

Prior to 2014, the standard for seed mix diversity was fairly low, especially compared with today’s standards.

Many sites were seeded with fewer than five species, mostly composed of native grasses. Some sites may have been seeded to monocultures. Sites lower in species diversity are far more susceptible to woody or herbaceous weed invasion. When diverse, native vegetation actively grows throughout the season, it leaves little to no room for invasive species to take hold.

Ideally, grassland restorations include warm- and cool-season grasses, sedges, rushes, legumes and non-legume plants. Many seed mixes feature a species array that will bloom and feed pollinators throughout the growing season.

“There are many easements in Yellow Medicine



A bobolink appeared in a RIM Reserve easement in Lac Qui Parle County. BWSR dedicated half of a \$4 million general fund appropriation to enhance existing RIM easements to increase biodiversity.

“ Permanently protected land with high vegetative diversity can help climate resiliency, adaptation and carbon sequestration with (plants’) extensive root systems and ability to withstand weed pressure. ”

— Brayden Anderson, Yellow Medicine SWCD

County that have minimal diversity or are completely dominated by smooth brome — some from poor management and others from low-diversity seed mixes at the time of restoration. This funding will allow for a fresh start to create high-diversity stands with forbs and native grasses,” Anderson said.

Increasing species diversity could be accomplished by re-seeding existing stands; establishing high-diversity pollinator plots; inter-seeding stands to provide blooms throughout the growing season; and/or inter-seeding sites that lack categories of plants such as warm-season grasses, cool-season grasses, sedges, rushes, legumes or non-legume plants.

Sites with 20 or fewer

species, and those where landowners opt for custom seed mixes tailored to the location will be prioritized. Other factors will include the age of the easement, composition of the plant community, and noxious weed pressure. A landowner contribution is not required, but sites where landowners provide a cash or in-kind match will be ranked more highly.

Diverse, native grassland restorations play a large role in sequestering carbon and resisting weed pressure.

“Permanently protected land with high vegetative diversity can help climate resiliency, adaptation and carbon sequestration with (plants’) extensive root systems and ability to withstand weed pressure,” Anderson said.

Those extensive root systems are among the most notable characteristics of native grasslands.

While the above-ground vegetation of some species can grow taller than 7 feet, most of the plants’ biomass lies in the roots — which are excellent at sequestering carbon in the soil. That’s especially true compared with introduced monocultures such as Kentucky bluegrass and smooth brome. Native plants’ root systems also are better at absorbing rainfall and preventing runoff. And native grasses provide habitat for myriad species, including insects and birds.

RIM easement landowners interested in enhancement should contact their local SWCD.

The first step will be to work with SWCD staff to complete an application. Applications are expected to be available on [BWSR’s website](https://www.bwsr.state.mn.us) starting Nov. 1. A survey will determine if the landowner is eligible to receive cost-share, and if the site is a suitable candidate. If a site has enhancement potential, SWCD staff will proceed with a capacity survey. That survey will focus on site-specific factors — such as land history, past management, plant composition and soil characteristics — that might inform enhancement options.

Funds will be available until they are spent. BWSR staff will continue to seek out other funding sources.

Soil health staffing grant backs farmer mentors in 11 southwestern counties



By connecting farmers with mentors, a soil health staffing grant from the Minnesota Board of Water and Soil Resources (BWSR) aims to boost implementation of soil health practices within the Southwest Prairie Technical Service Area's (TSA 5) 11-county region.

TSA 5 was one of 40 recipients [BWSR selected](#) in April to receive a soil health staffing grant. The grants, which are supported by the state's general fund, aim to increase local governments' capacity to provide soil health expertise and guidance to farmers throughout Minnesota. A total of \$17 million was awarded. TSA 5 received \$1.1 million.

TSA 5 includes Cottonwood, Jackson, Lac Qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock and Yellow Medicine counties. TSA 5 aims to use the soil health staffing grant to contract with 11 farmers with soil health experience plus eight professional ag consultants — including agronomists and crop specialists — to mentor area farmers. At least one mentor will be available

in each of the 11 counties.

"Everyone has different needs on their farm, and we want to find out what's going to fit each farmer," said Kay Gross, TSA 5 administrative coordinator and the Cottonwood Soil and Water Conservation District (SWCD) administrator. "These people are well-versed in soil health — they've done it and they've worked through it. They will help farmers understand what works for their specific operation. The mentors can help take all the details into account."

Mentors share their personal experience with soil health practices such as cover crops, no-till and strip-till. Mentors can walk the fields with farmers to see conditions firsthand, help with species selection, provide guidance on when to terminate cover crops, and help calibrate equipment.

"What we're really doing is bridging the gap from our technicians to the farmers," Gross said. "These consultants have more answers than we can give farmers. We're providing

Left: Mentors and staff working within the TSA 5 region met July 30 at Painted Prairie Vineyard in Currie. TSA 5 plans to host quarterly meetings to encourage staff and mentors to connect and share advice. **Middle:** Cover crops were interseeded into standing corn on a Rock County farm.

Right: Turnips were incorporated into a cover crop mix on a Cottonwood County farm.

Photo Credits: Southwest Prairie Technical Service Area (TSA 5)

“ Soil health can mean a generational change in your farming operation. We want farmers to feel comfortable making the switch and taking that first step toward better soil health. ”

— Kay Gross, administrator coordinator,
Southwest Prairie Technical Service Area



them with experts to try to make it as easy as possible for farmers to get helpful information.”

Gross anticipates mentors will offer services equivalent to the work of nearly 1.5 full-time employees. Assigning mentors to county-specific work plans helps tailor services, but mentors are allowed to work across county lines to ensure they can assist farmers who own land in more than one county.

BWSR’s soil health staffing grants cover a three-year period with a one-year

extension option. Hiring mentors as contractors rather than as full-time employees offers TSA 5 flexibility.

“With this approach, we don’t have to worry about losing staff after funding runs out,” Gross said.

Although mentors focus on farmers, they also assist SWCDs with long-term soil health goals. For example: Cottonwood SWCD staff members are working with an agronomist mentor to scout a site for a potential soil health test plot that would give farmers a firsthand look at soil health

practices.

TSA 5 is hosting quarterly meetings for its member SWCD staff and soil health mentors to compare notes, discuss advice, and share what’s working. Gross said she hopes SWCD staff can gain valuable insights from mentors.

The Cottonwood SWCD is involved in another multi-county effort to support farmers’ adoption of soil health practices. Cottonwood County is part of the Greater Blue Earth River Basin Alliance, which is tapping a \$312,100 Clean Water

Fund grant from BWSR to [support soil health-related outreach](#). Those efforts include producing a series of short videos for farmers about soil health implementation, and posting informational signs with QR codes next to fields that incorporate soil health practices.

“Soil health can mean a generational change in your farming operation,” Gross said. “We want farmers to feel comfortable making the switch and taking that first step toward better soil health.”

Increase in TTCP funds supports cohorts, local training delivery



TTCP funding is evenly split between state Clean Water Funds and federal dollars available through a contribution agreement with NRCS.

Renewed funding for the Technical Training and Certification Program (TTCP) will help the state-federal partnership deliver conservation training and credentialing to more local government staff throughout Minnesota over the next five years. In September, the Minnesota Board of Water and Soil Resources (BWSR) and the USDA's Natural Resources Conservation Service (NRCS) signed a contribution agreement which provides nearly \$9.5 million in continued funding for the TTCP — nearly twice the amount awarded during the previous four-year funding round.

This is the third round of funding for the program, which is a partnership among BWSR, NRCS, the Minnesota Association of Soil and Water Conservation Districts (MASWCD) and the Minnesota Association of

Conservation District Employees (MACDE). This funding will support local training and cohorts and will increase staffing capacity in anticipation of program growth.

Each year, the TTCP offers 55 to 60 formal trainings, which provide between 13,000 and 16,000 total training hours. The program includes collaborations with partner organizations such as Pheasants Forever, the University of Minnesota Extension, the Minnesota Department of Natural Resources and The Xerces Society.

Program development began in 2014 with an overarching goal: to develop and maintain a highly trained, technically skilled workforce of natural resource professionals to meet Minnesota's conservation delivery needs.

During the 2014 MASWCD

The Area Technical Training Team 8 led a tree-planting activity at the Beltrami County Fairgrounds in May 2021 as part of a tree and shrub establishment training. The TTCP-supported training covered site evaluation, site preparation, equipment and tools, and tree protection.

Photos courtesy of Jon Sellnow



Minnesota NRCS
website: www.mn.nrcs.usda.gov



Left: Stephanie McLain, NRCS state soil health specialist, completed a slake test as part of a TTCP-supported conservation planning course in August 2023 at the University of Minnesota's West Central Research & Outreach Center in Morris. **Middle:** McLain (left) and NRCS Soil Conservationist Chris Engh examined a shovel of soil while completing an in-field soil health assessment. **Right:** Meeker SWCD conservation technician Jaden Hunter practiced using a clinometer to measure tree height.

Convention, the partner organizations signed a memorandum of understanding that established an interagency team to develop a comprehensive strategy for joint technical training and certification. The [Technical Training and Certification Strategy for Conservation Delivery in Minnesota](#) was completed in September 2015 and established a framework for the program, which led to the TTCP launching in 2016.

Half of the \$9.5 million secured by the latest agreement comes from the U.S. Farm Bill; half comes from Minnesota's Clean Water Fund.

The TTCP relies on [Area Technical Training Teams](#) (ATTTs) to help prioritize and deliver local training. Approximately \$250,000 is available to the ATTTs to provide local training during the next five years. The previous agreement was for four years and provided \$100,000.

ATTTs bring together TTCP training engineers, TTCP training conservationists, and representatives from the Technical Service Area (TSA), soil and water conservation districts, BWSR and NRCS to

TTCP 2023 training delivery summary

- 55 trainings provided
- 4,757 training attendees
- 15,780 hours of training provided:
 - 1,844 hours in [Minnesota Core Competency Conservation](#) training
 - 6,606 hours in virtual training
 - 7,330 hours in-person training

coordinate communication and local training. This diverse group ensures that a wide range of local perspectives and training needs are considered. Team boundaries are based on the eight TSA boundaries.

"Together we serve on that Area Technical Training Team and help make sure the local training priorities are heard up to the statewide level. We also work to coordinate local priority trainings that maybe aren't a priority beyond that area or beyond that region, but are nonetheless important," said Aaron Peter, BWSR southern regional training engineer.

While ATTTs help deliver hands-on learning opportunities, the TTCP funds training events. TTCP dollars cover expenses such as hiring trainers, renting

classrooms and providing special equipment or materials.

The TTCP also regularly pulls information from the [Individual Development Plan](#) tool in BWSR's conservation tracking system, eLINK, which captures local training needs and priorities. The program also uses this information to establish its annual training plan.

Another major element of the TTCP includes a series of [core competency](#) modules intended for all staff within the partnership to develop a foundation for soil and water conservation and conservation planning in Minnesota.

The TTCP recently introduced conservation cohorts — groups of experienced trainees who work together on real-world projects to gain confidence in their conservation skills. The

third round of funding adds two additional BWSR TTCP trainers to support these cohorts.

"You don't just show up to these cohorts, you bring a project with you, and we're going to work on those projects together as a small group, and you're going to gain that confidence in what you're doing going forward. Then hopefully at the end of it, people get [Job Approval Authority](#), and they exit those cohorts able to perform that work independently," said BWSR TTCP Coordinator Jon Sellnow.

Cohort attendees meet virtually or in person over several weeks or months. Cohorts are created based on geographic areas, levels of experience and desired outcomes. Meetings focus on planning, designing and installing conservation practices. They are led by local area resource conservationists, TTCP training conservationists, specialists or other subject matter experts.

The TTCP piloted conservation cohorts last year. The first cohort focused on cover crops.

"The cohort (members)

meet to work on actual projects and to ask each other questions,” said Kelly Voigt, BWSR northern regional training conservationist. “They’re able to work through a project and work out all those questions, bugs and things that you maybe don’t understand how to do right away. They’re able to get from beginning to end on a project or two. They’re able to see what other people are working on, and look at their projects, and think about the variables that need to be addressed in a project.”

In March, the TTCP announced more cohorts covering prescribed grazing, soil health and seeding practices. Practices highlighted within the cohorts include conservation crop rotation, reduced tillage, no-till, wetland restoration and wildlife habitat plantings. Voigt said the expansion is part of the TTCP’s goal to continuously improve.

“We’re constantly trying



ATTT 1 and 2 presented an Irrigation Water Management Field Training in June 2021. Attendees learned about the field verification techniques, different soil moisture sensors and variable rate irrigation technology. Training instructors included NRCS Area Engineer Cassie Ahmed, former East Otter Tail SWCD Irrigation and Nutrient Management Specialist Nathan Weise, and University of Minnesota Assistant Extension Professor and Irrigation Specialist Vasudha Sharma.

new things to see if they’ll be helpful. We have to try, we have to analyze, and readjust,” Voigt said. “It’s just part of the progression, just trying to give people all different (types of) training because everybody learns differently.”

The next round of cohorts is expected to start in March 2025.

Initial feedback on the cohorts has been positive, according to Voigt. Participants have shared resources and built connections with others working on similar projects.

Over the past year, more conservation professionals in Minnesota have been hired, leading to a need for more training, Sellnow said.

“There’s a lot of BWSR funding available right now for LGUs (local government units) to do projects and train and hire new staff,” Sellnow said. “It’s one thing to throw money at problems, but to make sure that we’re using those funds in the best way that we can to correct those problems and find long-term solutions that not only fix the problem, but also work for the landowner.”

Beyond in-person training, the TTCP offers live online learning sessions plus a searchable library of recorded modules, webinars, videos and other resources.

“There’s a ton out there, and it looks like there’s just a lot to bite off as new staff are hired, but one thing we’re trying to emphasize to folks is make sure you gain the experience. Take training as necessary, but gain that hands-on experience. Be patient. It takes a while to become an expert at so many of these things,” Peter said.

NRCS, Clean Water Fund-backed grazing operation aids soil, water



**CLEAN
WATER
LAND &
LEGACY
AMENDMENT**

**Watershed-Based
Implementation
Funding is funded
solely by the Clean
Water Fund.**

RUSHFORD — The rotational grazing system Carter Lee installed on 70 acres of Fillmore County blufftops is revitalizing pastureland, improving soil health and protecting the Root River, a designated trout stream.

“That piece originally was in the CRP program (Conservation Reserve Program) and when it came out, we decided we would really like to put (the land) back into perennial grass to use for grazing,” Lee said.

The need for fencing and a reliable water source led him to work with Dean Thomas, a Fillmore Soil & Water Conservation District- (SWCD) based regional grazing specialist and soil health technician. They devised a plan to support about 250 cow-calf pairs. The result: a 568-foot-deep well, a pumping station powered by electricity, and pipes that carry water to one 11,500-gallon grain bin sheet tank and four 1,300-gallon



Lee

tire tanks. Nearly 3 miles of high-tensile fencing encloses the pasture and divides the paddocks.

Rochester-based USDA Natural Resources Conservation Service (NRCS) engineering

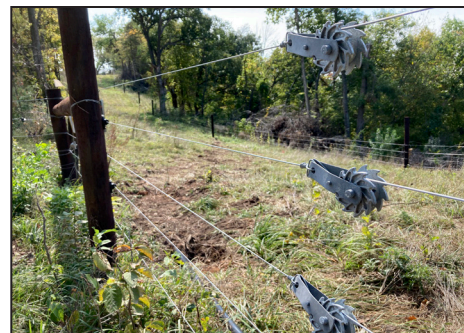
technician Charlie Blackburn helped to design the water lines. Fillmore County-based NRCS District Conservationist Jessica Bronson and Fillmore SWCD Administrator Riley Buley secured funding.

Environmental Quality Incentives Program (EQIP) assistance from NRCS and Watershed-Based Implementation Funding (WBIF) from the Root River One Watershed, One Plan partnership



Minnesota NRCS
website: [www.
mn.nrcs.usda.gov](http://www.mn.nrcs.usda.gov)

*Getting a reliable water source to a 70-acre blufftop site in Fillmore County was key to a rotational grazing plan designed for 250 cow-calf pairs. The site drains to the South Branch Root River. **Photo Credits:** Ann Wessel, BWSR*



Left: Cattle drank from one of the 1,300-gallon tire tanks in September 2023. Concrete pads protect the areas around the tanks. **Middle:** Grazing specialist Dean Thomas put into perspective the size of a newly installed, 11,500-gallon grain bin sheet tank, the only water source for cattle grazing within the adjacent state wildlife management area. **Right:** Enclosing the pasture and dividing the paddocks took nearly 3 miles of high-tensile fencing.

supported the project.

“With big projects like this, EQIP alone would have covered maybe 40% and (that’s) not feasible. So that’s the benefit of having the One Watershed, One Plan money,” Thomas said. Together, EQIP and WBI cover 90% of grazing systems’ cost. Landowners pay 10%. Lee did additional work on his own.

Thomas, who is now employed by the SE SWCD Technical Support Joint Powers Board (Technical Service Area 7), explained how rotational grazing aligns with watershed goals.

“If we don’t have cattle on the landscape it’s going to be row crops. And there’s a lot of land in southeastern Minnesota that shouldn’t have row crops — that should be in some kind of pasture or hay. The more we can manage the grasses we’ve got, maybe that’ll keep the cattle on the land and produce forage and also help with resource concerns,” Thomas said.

“If we’ve got cattle on the land, (by) managing the grasses we’re going to promote soil health, we’re going to promote water quality,” Thomas said.

Rotational grazing improves soil health by allowing regrowth and more well-developed root systems. Healthier plants pull in more

nutrients and hold more water. Rotationally grazed animals distribute manure more evenly.

Deep roots and dense, perennial cover curb wind and water erosion. That benefits water quality by helping to keep sediment and the pollutants it carries out of streams, rivers and lakes. The 70-acre site drains to the South Branch Root River, which eventually flows to the Mississippi River.

A sixth-generation farmer, Lee took over his grandparents’ operation about 10 years ago. Farming skipped a generation; Lee grew up in a Twin Cities suburb but spent summers working with his grandparents.

Over the years, he had expanded rotational grazing to other expiring CRP enrollments. On the home farm, including the 70-acre site, Lee aims to consolidate the herd and graze each pasture for a shorter time.

The grain bin sheet tank provides the only water source for cattle grazing on grassland within the adjacent Choice State Wildlife Management Area (WMA). Lee worked with the Minnesota Department of Natural Resources on an agreement where, in lieu of a lease, he inter-seeded a summer annual mix on the WMA. Each year, he’ll leave a third of it ungrazed to feed

over-wintering wildlife. He is swath-grazing the rest, turning the cattle out onto swaths of sorghum-sudangrass and pearl millet mowed before the first big snowfall.

Within the past few years, he has converted some corn and soybean fields to pastureland by planting summer annuals that can be grazed three or four times a season.

“It is a business, and it has to remain profitable. But I think we’re trying to do it with low inputs and being regenerative and trying to be mindful of conservation and the environment that we’re in,” Lee said. “It’s an ecosystem that involves a lot of creeks and the river. ... We’re trying to preserve it and manage it in a way that is sustainable, both economically and from a conservation aspect.”

Seeding tillable acreage into pasture was a turning point.

“We started looking at things differently, not that we needed to farm everything, but we could still make a profit by grazing cattle on some of these acres that were maybe more prone to leaching pesticides or fertilizer into the river,” Lee said.

Fall-seeded winter rye is grazed in the spring. Next, that land is seeded into a 10-species summer annual mix — including sorghum, millet, sunflowers and

brassicas — that is grazed twice during the summer before being planted back to winter rye.

Elsewhere, Lee has planted pearl millet and sorghum-sudangrass in May to stockpile for winter swath-grazing. Early spring seeded oats and peas provide winter feed for feeder calves.

“We’re just trying to (orient) the acres that are not in permanent grass towards our livestock. It’s also reducing our need for commercial fertilizers, for pesticides and insecticides, which we’re pretty conscientious about in that area because of the South Fork of the (Root) River and other smaller tributaries. We’re trying to be sensitive to what we’re applying in and around those watersheds.”

This fall, Lee was working with Thomas on another EQIP-supported rotational grazing project. It involved more than 14 miles of high-tensile perimeter and interior fencing; four wells, pumping plants and pressure tanks; about 1.3 mile of deep-buried pipeline and 2.5 miles of surface pipeline; three 11,500-gallon grain bin sheet tanks with concrete pads; four 5,200-gallon grain bin sheet tanks with concrete pads; four 1,300-gallon tire tanks and 11 1,000-gallon tire tanks with concrete pads; and 44 acres of brush management.

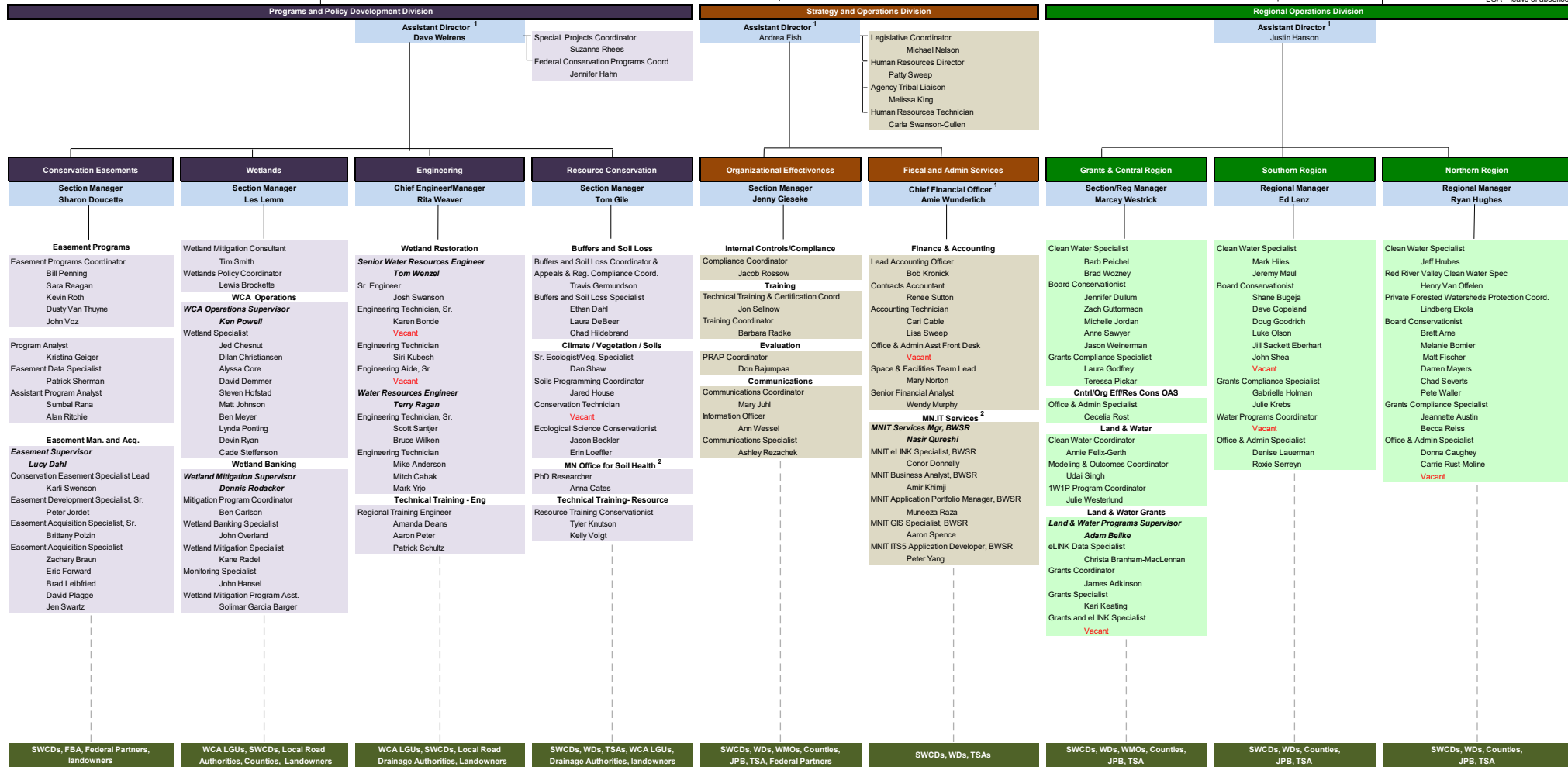
BWSR BOARD

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Craig Engwall

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



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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	Srcce Type	Category	Sub-Cat	Distrib %	
	A															
	B															

A. Description:

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Miles	Mileage Rate
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VEHICLE CONTROL #					Total Miles 0	

B. Description:

Meals ✓			Total Meals (overnight stay)	Total Meals (no overnight stay) taxable	Lodging	Personal Telephone	Parking	Total
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			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

MILEAGE REIMBURSEMENT CALCULATION

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.
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	
8. Multiply line 6 by line 7. This is taxable mileage.			0.00 <small>(Copy to Box C)</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>

OTHER EXPENSES – See reverse for list of Earn Codes.

Date	Earn Code	Comments	Total
Subtotal Other Expenses: (B)			0.00
Total taxable mileage greater than IRS rate to be reimbursed: (C)			0.00 <small>MIT or MOT</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.

Employee Signature _____ Date _____ Work Phone: _____	Appointing Authority Designee (Needed for Recurring Advance and Special Expenses) Signature _____ Date _____
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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: _____	Amount of Advance to be returned by the employee by deduction from paycheck: _____ Total amount to be reimbursed to the employee: 0.00
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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		