

**BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155
WEDNESDAY, JUNE 22, 2022**

AGENDA

9:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF MAY 25, 2022 BOARD MEETING

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

INTRODUCTION OF NEW STAFF

- James Adkinson, Grants Coordinator
- Peter Jordet, Easement Development Specialist Sr.

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 staff before any vote.

REPORTS

- Chair & Administrative Advisory Committee – Gerald Van Amburg
- Executive Director – John Jaschke
- Audit & Oversight Committee – Joe Collins
- Dispute Resolution and Compliance Report – Travis Germundson/Rich Sve
- Grants Program & Policy Committee – Todd Holman
- RIM Reserve Committee – Jayne Hager Dee
- Water Management & Strategic Planning Committee – Joe Collins
- Wetland Conservation Committee – Jill Crafton
- Buffers, Soils & Drainage Committee – Mark Zabel
- 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 – Jess Richards
- Minnesota Extension – Joel Larson
- Minnesota Pollution Control Agency – Melissa Lewis

ADVISORY COMMENTS

- Association of Minnesota Counties – Brian Martinson
- Minnesota Association of Conservation District Employees – Nicole Bernd
- Minnesota Association of Soil & Water Conservation Districts – LeAnn Buck
- Minnesota Association of Townships – Eunice Biel
- Minnesota Association of Watershed Districts – Emily Javens
- Natural Resources Conservation Service – Troy Daniell

COMMITTEE RECOMMENDATIONS

Grants Program and Policy Committee

1. FY2023 CWF Competitive Grants Policy and RFP Criteria – Annie Felix-Gerth – ***DECISION ITEM***

NEW BUSINESS

1. One Watershed, One Plan Program Evaluation Report – Lizzie McNamara, Management Analysis and Development – **INFORMATION ITEM**
2. Update on the FY22 Water Quality and Storage Pilot Grant Program – Rita Weaver – **INFORMATION ITEM**

UPCOMING MEETINGS

- Joint summer tour and meeting, August 23-25, 2022.
- Grants Program and Policy Committee is scheduled for Monday, July 25, 2022 at 9:00 a.m., location TBD.

ADJOURN

Tracking soil loss trends on ag lands



Remote sensing that indicates crop residue, cover crops is the latest tool from University of Minnesota researchers and BWSR in soil erosion data collection



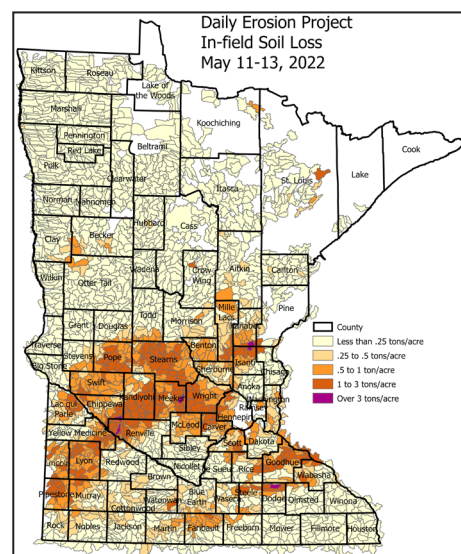
Financial support for the Daily Erosion Project web application comes from a direct legislative appropriation to BWSR from the Legacy Amendment's Clean Water Fund.

Soil erosion by water and wind is common across all of Minnesota's diverse landscapes, but preventing excessive erosion is critical to ensure the long-term productivity of the state's rich soils and to keep its surface waters clean and clear for future generations.

One of the Minnesota Board of Water and Soil Resources' (BWSR) roles is to track annual soil erosion on agricultural lands.

Today, we don't see the catastrophic soil loss of the 1930s Dust Bowl, when wind erosion carried away inches, sometimes feet, of topsoil. Nor have we seen towns buried by sediment, as they were after heavy rains in southeastern Minnesota's Whitewater River valley during the same period. Those events spurred the development of what today is the USDA's Natural Resources Conservation Service (NRCS), and the formation of soil and water conservation districts in Minnesota.

Improvements to agricultural and forestry management practices have curbed such widescale soil loss. But soil losses



greater than tolerable limits still occur. BWSR works with its many federal, state and local conservation partners to track, mitigate and prevent soil loss.

Researchers, lawmakers and BWSR's partners identified the need to modernize the state's approach to tracking long-term soil-loss trends and land cover changes

Above: The heavy rains on May 11 that caused widespread damage throughout Central Minnesota also caused field erosion, including in Stearns County's Lake George Township west of Highway 71. **Photo Credit:** Stearns County SWCD

Left: DEP mapping depicts the results of the intense storms May 11-13 in Central Minnesota. Many watersheds this spring posted record in-field soil loss on May 12. Such a storm would have resulted in very little erosion or runoff in August with full crop canopy and drier conditions. But with little cover and saturated soils in May, the DEP model predicted high erosion rates. **Map Credit:** BWSR, University of Minnesota

that help to reduce the impacts of wind and water erosion.

Since 2016, BWSR has partnered with the University of Minnesota's Department of Soil, Water, and Climate; Iowa State University; and soil and water conservation districts to track spring crop residue levels, fall cover crop emergence and in-field soil loss through the [Daily Erosion Project](#) (DEP) web application.

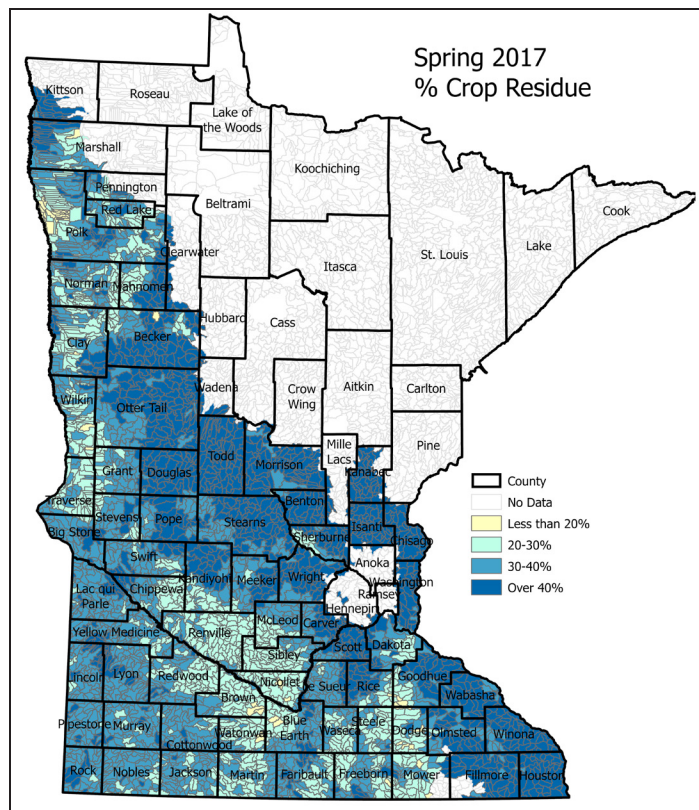
Financial support comes from a direct legislative appropriation to BWSR from the Legacy Amendment's Clean Water Fund.

University of Minnesota researchers have developed sophisticated remote-sensing techniques to distinguish cover crops from crop residue, and to view that data by county, watershed and agro-ecoregion boundaries. In recent years, additional satellites launched from NASA's [Landsat](#) and the European Space Agency's [Sentinel](#) programs have enabled remote sensing to be used as a viable method of processing this information.

"Utilizing remote sensing techniques allows for efficient and consistent collection of data over time that will enable us to develop long-term trends in changes in crop residue management, tillage practices and adoption of cover crops by farmers," said Matt Drewitz, who coordinates the effort as part of his role as BWSR's measures and outcomes coordinator and project manager.

This summer, BWSR and the University of Minnesota plan to publish the geospatial data layers for crop residue cover and cover crop emergence on [the MnGEO Commons](#).

The methods Iowa State



Data from 2017 depicts crop residue levels from a relatively average year with good spring planting conditions. In years with very wet falls and/or challenging spring planting conditions, crop residue levels have trended higher. **Map Credit:** BWSR, University of Minnesota

developed for measuring in-field soil erosion in the 2000s have been updated. Minnesota and other neighboring states have begun to adopt the DEP application as their means to track daily and annual soil loss. Tracking annual soil loss through the DEP involves incorporating remote sensing data from crop residue. A wide range of inputs such as elevation models, soils, precipitation and land use are brought into this model to predict runoff and in-field soil loss.

The model is updated daily. With results from 10-plus years available, users can quickly see the effects of a single storm or the effects of soil loss over many years.

"We're mostly measuring the larger impacts over time, so then we can see trends in erosion, or see what parts of the state have the greatest amount of erosion," Drewitz

said. The DEP captures a 25,000- to 30,000-acre watershed scale. "The tools that we're looking at here look at the big picture, but it's still going to come down to our local partners to work on the field-scale with the farmers, our SWCD and watershed folks."

It's one more piece of scientific information decision-makers can use to guide watershed implementation and planning. The map format clearly, concisely and instantly relays information.

In the case of storms such as those Central Minnesota experienced May 11-13, data will provide a more immediate and consistent picture of the location and extent of soil loss. Previously, BWSR collected that data from a host of sources — including visual surveys by SWCD staff members who might have different methods and

interpretations.

"Three years ago, we couldn't have shown that map. We (would) know something happened, we just (wouldn't) know the extent. For us at BWSR, it's a way to scientifically track and know for certain what the impact area is," Drewitz said. "It makes it more consistent across the state. (Before), we knew anecdotally, or we'd have pictures, but we didn't have this way to measure the soil loss impacts of a major storm across a wide area."

DEP updates planned for the next year include daily wind erosion and wind speed readings. Wind erosion events are not as common, but they can be significant. The [derecho windstorm](#) that swept through Nebraska, South Dakota, Iowa and parts of southwestern Minnesota this spring affected not only soil loss but also the health and safety of those in its path.

"New capabilities such as the ability to predict wind erosion are being added to DEP to increase the utility of the tool for users from state and local agencies, conservation groups and agricultural commodity groups and their producer members," said David Mulla, a University of Minnesota Soil, Water, and Climate Department professor involved with the research.

Management practices that help prevent the loss of soil by wind and water continue to improve and evolve. Direct investments by landowners and assistance from federal and state conservation and clean water programs have made significant strides to curb the effects of soil erosion. The data collected and measured are foundational to tracking long-term trends for future generations.

Pickrel Lake partnerships



Shell Rock River Watershed District’s targeted Clean Water Fund work made a 245-acre Pheasants Forever-backed, USFWS-owned prairie and wetland habitat restoration possible. Habitat and water quality benefit.



PARTNERS: The Shell Rock River Watershed District worked with landowners, the Freeborn County Ditch Authority, the Minnesota DNR, Pheasants Forever and the USFWS on BWSR Clean Water Fund grant-supported projects. Pheasants Forever worked with Outdoor Heritage Funds and cooperated with the local chapter to acquire the 245-acre parcel.

ALBERT LEA —The Shell Rock River Watershed District’s (SRRWD) final push to remove Pickrel Lake from the impaired waters list brought improvements that extend to the Mississippi River, and forged partnerships that completed a 245-acre prairie and wetland habitat restoration.

Six years after the Minnesota Board of Water and Soil Resources (BWSR) awarded the SRRWD an \$825,610 Targeted Watershed Program Clean Water Fund grant focused on nutrient-impaired Pickrel Lake, this spring, water filled the reconstructed wetlands. Elsewhere in the 5,120-acre watershed, erosion control and water storage projects tied to that 2016 grant were working as designed. The grant supported efforts to attain the final 10% phosphorus reduction required to meet state water quality standards.

The 620-acre lake just south of Albert Lea is prone to algae blooms. One pound of phosphorus can produce 500 pounds of algae.

The last grant-supported projects finished in late 2021.

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“One of the main reasons that we targeted Pickrel Lake is because it’s a headwaters

location for us. ... We want to be able to target and clean our water from the source.”

— Courtney Phillips, Shell Rock River Watershed District

it’s a headwaters location for us,” said SRRWD Program and Project Manager Courtney Phillips. “We’re the headwaters location for the Cedar River, and that ultimately goes to the Mississippi down in Iowa. So we want to be able to target and clean our water from the source.”

The largest single element of that \$1.04 million effort in terms of size and scope, the 245-acre restoration built upon a Pheasants Forever and U.S. Fish & Wildlife Service (USFWS) project.

Pheasants Forever purchased the land for \$1.79 million in 2017 with Outdoor

Pickrel Lake, seen at left from a public water access just south of Albert Lea in August 2021, will benefit from targeted watershed work made possible by a Clean Water Fund grant from BWSR. The shallow lake in Freeborn County is impaired for nutrients. Grant-supported projects included a 245-acre wetland restoration, center, a partnership involving the USFWS, DNR and Pheasants Forever. Canada wild rye, right, grows in a second, 45-acre restoration that tapped the Clean Water Fund grant.

Photo Credits: Ann Wessel, BWSR

VIDEO: [On a tour of a couple of the targeted watershed project sites in August 2021, the SRRWD’s Courtney Phillips explains some of their benefits.](#)

Heritage Funds, and then donated the land to the USFWS. The U.S. Fish & Wildlife Service created the new Pickerel Lake Waterfowl Production Area (WPA). The SRRWD partnership and Clean Water Fund infusion made it possible to restore drained wetlands and convert what was marginal cropland to upland habitat.

Work started in 2019 and finished in spring 2020.

The SRRWD supervised the wetland restorations, and covered about \$294,100 in engineering and construction costs. USFWS staff contributed nearly \$124,400 in labor to seed the site.

USFWS staff will maintain the Pickerel Lake WPA, which was established Aug. 30, 2021.

“It’s going to accentuate (the value of) the adjacent lake, not just from a water-quality standpoint but also wildlife production — specifically, waterfowl. It (will provide) really important breeding areas for waterfowl,” said Windom-based USFWS District Manager Todd Luke, who has since accepted a USFWS position in North Dakota.

The wetlands — and more than 75 deep-rooted tallgrass prairie species growing in the surrounding uplands — filter pollutant-carrying runoff and reduce erosion by stabilizing the soil. Pheasants Forever developed a seed mix harvested from native prairies and obtained from vendors. As closely as possible, the mix reflects species that would have flourished before European settlement.



Top: An image from spring 2020 captured part of what is now the 245-acre Pickerel Lake WPA. **Above:** The SRRWD will transfer the 45-acre site it purchased for \$273,000 with Outdoor Heritage Funds in June 2018 to the DNR, which will add the restored wetland to the Upper Twin Lake WMA. The transfer is expected to be finalized this summer. **Photos Courtesy SRRWD**

“ We’re trying to build on complexes, kind of create that functioning prairie within the ag landscape. ”

— Alex Nelson, Pheasants Forever

“Adding all those nectar plants is going to be a tremendous value to boosting native pollinators, which are going to trigger benefits down the food web,” Luke said.

The WPA borders Pickerel Lake's southwest shore.

Alex Nelson, Pheasants Forever’s Spicer-based Minnesota restoration manager, said the site’s lakeshore, number of

restorable wetlands, and proximity to other restorations within a heavily agricultural area near a city met several conservation objectives.

“We don’t want the postage-stamp, small 40-acre easement in the middle of nowhere. We’re trying to build on complexes, kind of create that functioning prairie within the ag landscape,” Nelson said. “Good habitat means a lot

“ The water quality helps improve the habitat and the habitat helps improve the water quality. ”

— Jeanine Vorland, Owatonna-based DNR area wildlife manager

more than just grass in the ground. It’s clean water and public (hunting) access. ... Complexes are important.”

Together, estimates show the BWSR grant-supported projects will keep about 20,790 pounds of nitrogen, 110 tons of sediment and 358 pounds of phosphorus out of the lake each year, and save 84 tons of topsoil annually. Those projects included a 45-acre upland and wetland restoration with 2,000 feet of grassed waterways directly upstream, a 3,000-foot-long two-stage ditch, a 1,200-foot-long streambank restoration, and a reconstructed ditch outlet.

“We can get a lot more done when we partner and work together instead of everybody doing their

own thing. This is a prime example of that,” Nelson said.

The SRRWD will transfer the 45-acre site it purchased for \$273,000 with Outdoor Heritage Funds in June 2018 to the Minnesota Department of Natural Resources (DNR), which will add it to the [Upper Twin Lake Wildlife Management Area](#) (WMA). The transfer is expected to be finalized this summer.

“It’s excellent wildlife habitat. The restoration effort they put into the wetlands as well as the upland cover is going to be a huge addition,” said Jeanine Vorland, Owatonna-based DNR area wildlife manager. “Beyond that, there’s certainly going to be hydrologic and water-quality benefits to Pickerel Lake.”

Because it’s a shallow lake — 6 feet at its deepest — Pickerel Lake is more sensitive to nutrients, and its sediments are more easily stirred by wind or bottom-churning carp. The SRRWD’s earlier work with the DNR to remove rough



Targeted Watershed Project Details

PROJECT ELEMENTS:

Besides the 245- and 45-acre restorations, Clean Water Fund work targeting Pickerel Lake included:

A two-stage ditch: The 3,000-foot-long, \$47,680 project allows for temporary water storage, and features a modified rock weir and 300 feet of riprap. Located at the Judicial Ditch 9 outlet, it’s designed to curb the head-cutting that deposited tons of soil into Pickerel Lake.

Waterways: The final, \$25,220 project element, 2,000 feet of waterways were constructed upstream from the 45-acre restoration, where native upland species surround 15 acres of restored wetlands. An easement allows temporary water storage.

Streambank restoration: A 1,000-foot-long restoration on an unnamed stream armored eroding slopes, added riprap, removed invasive plants and native species.

MONITORING: Shell Rock River Watershed District staff

collect Secchi disk readings and water samples twice a month. Minnesota Pollution Control Agency shallow-lake standards are 2.3 feet clarity, 90 micrograms per liter (ug/L) for phosphorus and 30 ug/L for Chlorophyll-a. Minnesota’s two-part water quality standard requires phosphorus levels to be at or below a certain level. Additionally, either Secchi disk or Chlorophyll-a readings (an indication of algal growth) must meet the standard. Pickerel Lake’s 2015 through 2019 Secchi disk readings surpassed the standard for clarity. Its 2020 and 2021 readings did not. In 2021, phosphorus and Chlorophyll-a readings did not meet state standards.

The SRRWD’s goal is to see continued improvements in water clarity trends. Water quality always fluctuates. Factors that cause variations in monitoring results include drought and heavy rains. The time of day and time in the growing season influence individual sample results.

fish improved water clarity and reduced nutrient levels.

“It makes any management action more sustainable when we have targeted restorations and protections in the lake’s watershed,” Vorland said. “The water quality helps improve the habitat and the habitat helps improve the water quality.”

Erosion control measures help to improve water quality by curbing sediment and the pollutants it carries. The restored wetlands and prairie plantings help to store water on the landscape, and to stabilize erosion-prone soil.

“These projects are critical for Pickerel Lake’s water quality,” Phillips said.

“The great thing about these targeted watershed projects is we really worked (with) landowners that are going to be able to keep these projects perpetually,” Phillips said of the federal WPA and the planned state WMA addition. “Those are all perpetual-type projects that we will see for future generations.”

Mississippi headwaters collaboration

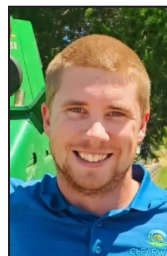


Across five counties in north-central Minnesota, watershed-based implementation funding supports shared staff and services, including an expanded soil health program. Landowners gain access to equipment, financial incentives and technical assistance — which lowers the risks of experimenting with cover crops and no-till.



A partnership between Clearwater and Beltrami soil and water conservation districts (SWCDs) spurred by the Mississippi Headwaters watershed One Watershed, One Plan process will provide additional staff capacity to five partner SWCDs and help landowners in the associated counties implement soil health practices.

In 2015, Clearwater SWCD leveraged an \$89,845 Clean Water Fund grant from the Minnesota Board of Water and Soil Resources (BWSR) to launch the Agricultural Stewardship Program (ASP), which makes no-till drill rentals available to landowners interested in exploring soil health practices. The program also offers per-acre payments and technical assistance to participating landowners. Chester Powell, program technician and



Powell

water plan coordinator for Clearwater SWCD, said three landowners and two farming co-ops have purchased no-till drills based on their positive experiences with the program. The ASP has assisted 85 landowners since the program launched.

During the Mississippi Headwaters watershed's One Watershed, One Plan process, partners discussed the potential to share services and expand Clearwater's ASP program into Cass, Beltrami, Hubbard and Itasca counties. The watershed includes more than 580 farms, most located in the western part of the watershed. Agriculture accounts

Above: Landowners in five north-central Minnesota counties can rent no-till drills through the Clearwater SWCD's Agricultural Stewardship Program. The drills can also be used to plant cover crops.

Photo Credit: Clearwater SWCD

“ We’re a small office in a large county, so shared services can help us tremendously. Being able to defer some of the agricultural stewardship work to Clearwater (SWCD), who specializes in those practices, is a big benefit. The same applies in reverse — if they have lakeshore work needs, they can send that our way because that’s our expertise. ”



— Zach Gutknecht, Beltrami SWCD clean water specialist

for about 10% of land use within the watershed. BWSR’s board approved the Mississippi Headwaters Watershed Comprehensive Watershed Management Plan in September 2021.

When it became available, Clearwater SWCD tapped Watershed-Based Implementation Funding (WBIF) to make seasonal staff member Kaleb Buesing a permanent full-time employee, and to expand incentives available to landowners. Buesing now provides technical assistance to landowners throughout the watershed. No-till drill rentals and related technical assistance and financial incentives are now available to landowners watershed-wide.

A \$861,581 WBIF grant from BWSR supports the collaboration. The grant targets four resource issues identified in the Mississippi Headwaters Watershed Comprehensive Management Plan, including soil health implementation; \$289,517 of the grant is earmarked for the ASP and related technical assistance. The WBIF funding also can be used to train SWCD staff throughout the watershed by helping them obtain Job Approval Authority, which can enhance their ability to

provide technical assistance to landowners. JAA is a credentialing system for planning, designing and installing standard conservation practices.

“With watershed-based implementation funds, we were able to expand that (ASP) outside our county and assist other counties instead of our neighbors hiring staff and starting programs from scratch,” Powell said. “We’ve had great working relationships with the other four counties, and they’ve entrusted us to expand this program into their counties.”

Here’s how it works: Landowners can rent one of two no-till drills (which are also able to plant cover crops) through Clearwater SWCD for \$14 an acre. SWCD staff members deliver and calibrate the drill and walk behind it during planting to ensure the equipment is being used effectively. Staff provide recommendations about fertilizer types and answer landowners’ questions. After planting is complete, landowners qualify for a \$40 an acre incentive payment through the ASP. The drills are rented on a first-come, first-served basis.

Clearwater SWCD staff members schedule drill rentals and provide technical assistance to landowners. Beltrami SWCD serves as the program’s fiscal agent.

“We see this as a steppingstone for a lot of folks to start doing these conservation practices,” said Zach Gutknecht, Beltrami SWCD clean water specialist. “I think the biggest benefit to our landowners is the ability to not have to take on all the risk when they’re changing their management styles. That can be the biggest barrier to landowners.”

Soil health practices such as reduced tillage and cover crops offer a range of conservation benefits, including sequestering carbon in the soil and reducing wind and water erosion.

“Another benefit to the producer is there’s a lot less time in the tractor, a lot less fuel burned, and a lot less time for the farmer to be working in the field,” Powell said of no-till.

Over the next two years, the partnership aims to engage 60 more landowners by implementing soil health practices on 1,600 acres

within the five counties.

“Ultimately, our goal is to cover as many acres as Mother Nature and time allow,” Powell said.

Gutknecht said the many benefits of shared staff and services include increased staffing capacity and the ability for SWCD staff to play to their strengths.

“We’re a small office in a large county, so shared services can help us tremendously,” Gutknecht said. “Being able to defer some of the agricultural stewardship work to Clearwater (SWCD), who specializes in those practices, is a big benefit. The same applies in reverse — if they have lakeshore work needs, they can send that our way because that’s our expertise.”

Powell said the collaboration that developed via the One Watershed, One Plan process strengthened relationships among SWCDs.

“It helps us get familiar with each other and develop those relationships, and we can bounce around ideas for other programs,” Powell said. “It’s helped expand those relationships, and that wouldn’t have happened without the One Watershed, One Plan Program.”

BWSR BOARD

Legend:

Executive Leadership¹
Senior Management
 Staff / Supervisor
 Current Vacancy
 Temporary Supervisor/supervision ^{A *}
 Dept. in another agency ²
 WOOC = work out of class
 LOA = leave of absence

Executive Director¹
 John Jaschke

Executive Support ¹
 Rachel Mueller

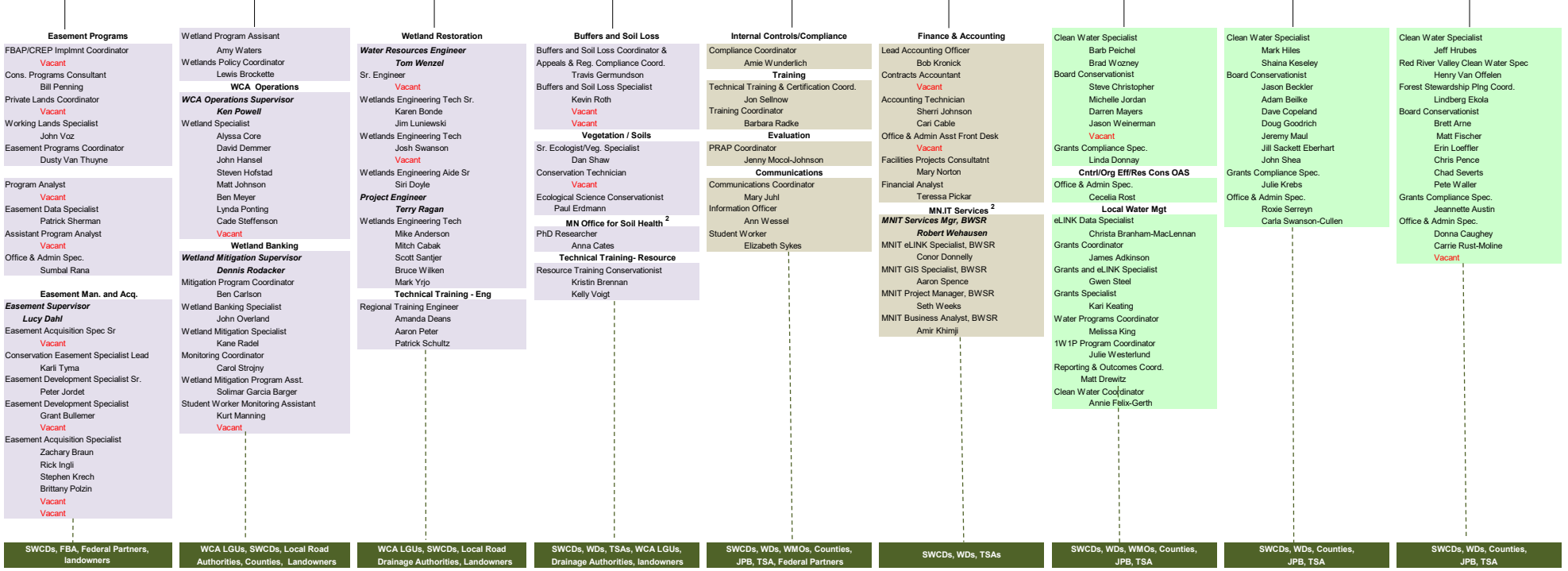
Programs and Policy Development Division **Strategy and Operations Division** **Regional Operations Division**

Assistant Director¹ Dave Weirns **Special Projects Coordinator** Suzanne Rhees

Assistant Director¹ Vacant **Legislative Coordinator** Michael Nelson
Human Resources Director Patty Sweep

Assistant Director¹ Justin Hanson

Conservation Easements **Wetlands** **Engineering** **Resource Conservation** **Organizational Effectiveness** **Fiscal and Admin Services** **Grants & Central Region** **Southern Region** **Northern Region**



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	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 %
		B														

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"/>						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
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			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	Figure mileage reimbursement below								Subtotal (A) 0.00
							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

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.

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

Less Advance issued for this trip: _____

Total amount to be reimbursed to the employee: 0.00

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		