

## RESOLUTION OF THE MINNESOTA ENVIRONMENTAL QUALITY BOARD

### Per diem and expense policy for Board members

Multiple Minnesota statutes allow and set requirements for per diem compensation and reimbursement of expenses incurred for member of state administrative boards, agencies, and committees. For the Environmental Quality Board, these include:

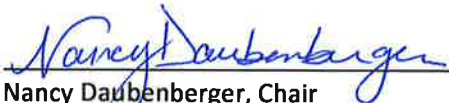
- Minn. Stat. § 15.0575, subdivision 3
- Minn. Stat. § 116C.03, subd. 2a for EQB Board Members
- Minn. Stat. §15.059, subdivision 3 for EQB Appointed Advisory Councils

Under these statutes, Boards are required to adopt internal standards for purposes of making per diem payments. In addition, it is good practice to provide clarity about compensation and reimbursement.

The EQB last adopted a per diem and expense policy for Board members on February 21, 2018. Since that time, changes have been made to statutes to update the allowable per diem amounts, and to allowable expense reimbursements.

**The board resolves to** adopt the attached Per diem and expense policy for Board members, dated September 2023. This policy applies to per diem and expenses incurred after July 1, 2023 and supersedes all prior policies on per diems and expense reimbursements.

The board approved and adopted this resolution on October 18, 2023.

  
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Nancy Daubenberger, Chair  
Minnesota Environmental Quality Board

Date: 10/18/2023

Attachments: Environmental Quality Board Per diem and expense policy for Board members, October 2023

## Environmental Quality Board

### Per diem and expense policy for Board members

Effective Date: July 1, 2023

#### I. Legal Basis

The basis for this policy is Minn. Stat. § 15.0575, subdivision 3 and Minn. Stat. § 116C.03, subd. 2a for EQB Board Members, and Minn. Stat. §15.059, subdivision 3 for EQB Appointed Advisory Councils. This policy fulfills the requirement under Minn. Stat. § 15.0575, subd. 3(c) to adopt internal standards for purposes of making per diem payments.

##### **Minnesota Statute §15.0575, subdivision 3. Compensation.**

(a) Members of the boards may be compensated at the rate of \$55 a day spent on board activities, when authorized by the board, plus expenses in the same manner and amount as authorized by the commissioner's plan adopted under section 43A.18, subdivision 2. Members who, as a result of time spent attending board meetings, incur childcare expenses that would not otherwise have been incurred, may be reimbursed for those expenses upon board authorization.

(b) Members who are state employees or employees of the political subdivisions of the state must not receive the daily payment for activities that occur during working hours for which they are compensated by the state or political subdivision. However, a state or political subdivision employee may receive the daily payment if the employee uses vacation time or compensatory time accumulated in accordance with a collective bargaining agreement or compensation plan for board activities. Members who are state employees or employees of the political subdivisions of the state may receive the expenses provided for in this subdivision unless the expenses are reimbursed by another source. Members who are state employees or employees of political subdivisions of the state may be reimbursed for child care expenses only for time spent on board activities that are outside their working hours.

(c) Each board must adopt internal standards prescribing what constitutes a day spent on board activities for purposes of making daily payments under this subdivision.

##### **Minnesota Statutes §15.059, subdivision 3. Compensation.**

(a) Members of the advisory councils and committees may be compensated at the rate of \$55 a day spent on council or committee activities, when authorized by the council or committee, plus expenses in the same manner and amount as authorized by the commissioner's plan adopted under section 43A.18, subdivision 2. Members who, as a result of time spent attending council or committee meetings, incur child care expenses that would not otherwise have been incurred, may be reimbursed for those expenses upon council or committee authorization.

- b) Expense reimbursement shall be in accordance with the current Commissioner's Plan for state employees.
  - i) Note the following expense report requirements for non-state employees and state employees:
    - (1) Non-state Employees must provide their Social Security number (on top of the form) and home address for purposes of expense processing.
    - (2) State Employees must fill out the employee expense report to request reimbursement. Specify "Environmental Quality Board" on the form.
  - ii) Approval of all expense requests must be communicated to the MPCA by the Executive Director. The availability of funds must be confirmed by MPCA staff. Notification of action on all requests must be made by the Executive Director to the Board member or by MPCA staff at the request of the Executive Director.
- c) Expense Reimbursement:
  - i) Mileage: Mileage is reimbursed at the current rate as specified by the IRS for travel to and from approved Board meetings and on approved Board business. Mileage must be calculated on the most direct route according to the Department of Transportation records.
  - ii) Meals: Food allowances are actual expenditures for meals and gratuity, not including alcoholic beverages, up to the maximum and under the conditions specified in the Commissioner's Plan. When in travel status for two (2) or more consecutive meals, reimbursement shall be for the actual costs of the meals including tax and a reasonable gratuity, up to the combined maximum amount for the reimbursable meals.
    - (1) As of the date of this policy, the maximum reimbursement for localities within Minnesota is \$10.00 for breakfast (if you are in travel status prior to 6 a.m.), \$13.00 for lunch and \$19.00 for dinner (if you are in travel status after 7 p.m.).
    - (2) Refer to the statutory language in Minn. Stat. §15.059, Subd. 3(b) for eligibility requirements for state employees or employees of political subdivisions.
  - iii) Lodging: Hotel/motel will be reimbursed for actual expenditures providing good judgment is exercised in incurring lodging costs and that charges are reasonable and consistent with the facilities available. Receipts for lodging must accompany the Expense Report.
  - iv) Child Care: Expenses for childcare will be paid if such expenses are incurred as a result of time spent attending Board meetings and would not otherwise have been incurred by the Board member. Members who are state employees or employees of political subdivisions of the state may be reimbursed for childcare expenses only for time spent on Board activities that are outside their working hours.
  - v) Miscellaneous: This category of expenses includes parking, phone calls when in travel status overnight, and others. Consult the provisions of the Commissioner's Plan under expense reimbursement. With the exception of parking, Board members may incur miscellaneous expenses infrequently and their reimbursement can be discussed with the Executive Director on a case-by-case basis.
  - vi) Receipts: Receipts are required for hotels, non-meter parking, and other miscellaneous expenses