



# Minnesota Management & Budget Statewide Operating Policy

Minnesota Management and Budget, Agency Assistance  
Issued: February 4, 2015

Number 0803-01  
Revised: N/A

---

## Board or Council Member Compensation

### Objective

To understand the guidelines for compensation and expense reimbursement in accordance with [Minnesota Statute 15.0575, Subdivision 3](https://www.revisor.mn.gov/statutes/?id=15.0575) (https://www.revisor.mn.gov/statutes/?id=15.0575) and [Minnesota Statute 214.09, Subdivision 3](https://www.revisor.mn.gov/statutes/?id=214.09) (https://www.revisor.mn.gov/statutes/?id=214.09) in regards to both State Agency/Commission and Licensing/examination boards.

### Policy

Members of state agencies or commissions and licensing or examination boards may be compensated using the per diem rate specified in Minnesota Statutes 15.0575, Subdivision. 3, and 214.09, Subdivision 3 – when authorized by the board – plus business expenses in the same manner and amount as authorized by the commissioner’s plan adopted under [Minnesota Statute 43A.18, Subdivision 2](https://www.revisor.mn.gov/statutes/?id=43A.18) (https://www.revisor.mn.gov/statutes/?id=43A.18).

All Compensation and expense reimbursements paid by a state board, council, or committee must be processed through the Statewide Integrated Financial Tools (SWIFT) system. Should a state employee serve on a state board, council, or committee, either as part of their state employment or outside their state employment, any payment made to the state employee requires a vendor number be setup in SWIFT to process the payment.

State employees and employees of political subdivisions cannot be compensated or reimbursed for activities that occur during working hours for which they are also compensated by the state or political subdivision, unless they use vacation or compensatory time, in which case they may receive the daily per diem payment. State and political subdivisions employees' may receive expense reimbursement unless they are reimbursed by a different source, and state and political subdivisions employees' may receive child care expense reimbursement only for time spent on board activities outside of their working hours. Each board must adopt internal standards prescribing what constitutes a day spent on board activities for purposes of making daily payments.

Refer to the SWIFT Accounts Report for the proper account codes to utilize while processing payments.

### See also

[Commissioner's Plan](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp) (https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp)

[SWIFT Accounts Report](https://mn.gov/mmb/accounting/swift/training-support/fisupport/) (https://mn.gov/mmb/accounting/swift/training-support/fisupport/)