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**BOARD OF EDUCATION**

Working Meeting - October 25, 2021 - 4:00 PM  
Wayzata Public Schools District Office  
210 County Road 101 North  
Plymouth, Minnesota 55447

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**AGENDA**

1. **ROLL CALL/CALL TO ORDER**
  - A. **Superintendent's Reports**
  - B. **Teaching and Learning Reports**
    1. Center for Educational Leadership Academies Overview
    2. WPS District Student Achievement Score Card
  - C. **Human Resource Services Reports**
  - D. **Business and Finance Services Reports**
    1. 717-R Expense Reimbursement Regulations Policy
2. **ADJOURN**

2

## **717-R EXPENSE REIMBURSEMENT REGULATIONS**

### **I. PROCEDURES**

The following regulations relate to travel and other types of reimbursable expenses:

**A. Business Use of Personal Vehicle:**

The rate per mile for which employees will be reimbursed for School District business use of a personal vehicle is the Internal Revenue Service fixed rate. Only mileage traveled in excess of the employee's normal daily commute will be reimbursed.

**B. Travel Requests:**

Travel requests for official School District business outside of the seven county metropolitan area must be submitted for prior approval to the employee's supervisor.

**C. Travel Expense:**

1. **Transportation:** All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route. Where air travel is appropriate, reimbursement is based on the economy fare. If an employee chooses to drive a personal vehicle where air travel would be cheaper, reimbursement for use of the personal vehicle will be limited to the comparable cost of flying, unless the employee is unable to fly for health reasons.
2. **Local Transportation:** Local transportation such as taxicabs, airport shuttles, buses, and ride-share services (Uber/Lyft or other comparable licensed and insured services) may be used when justified. Rental cars may be used when no other means of public transportation is practicable.
3. **Lodging:** An employee who must provide lodging for himself or herself in connection with official District business will be entitled to reimbursement for the normal cost of a single room at the convenient, reasonable priced hotel of their choice. If such employee is accompanied by a guest(s), lodging expenses will be reimbursed at the cost of the prevailing standard, single room rate. Lodging at home-shared sites (VRBO/AirBnB or other comparable home-shared sites) is strictly prohibited.
4. **Meals:** Meals consumed by an employee on official District business will be reimbursed at cost. Approval of the employee's supervisor is required for breakfast, lunch or dinner expenses. Reimbursement for alcoholic beverages is not authorized. If a meal is part of a conference registration cost, the district will not reimburse the meal taken elsewhere.

5. Conference Registration Fees: These fees are reimbursable if approved by the employee's supervisor.
6. Other Expenses: Miscellaneous expenses incurred by an employee for School District business are reimbursable at actual costs. Sales tax paid by an employee will only be reimbursed if the tax would have been imposed had the purchase been made by the School District directly.

D. Mileage and Expense Request and Reimbursement:

1. Employee Mileage Reimbursement Form: Reimbursement for mileage expense is obtained by submitting a Mileage Reimbursement Form to the business office. The form must contain the supervisor's signature certifying approval.
2. Employee/Expense Reimbursement Payment Form: Reimbursement for expenses other than mileage is obtained by submitting an Employee/Expense Reimbursement Payment Form to the business office. The form must contain the supervisor's signature certifying approval.
3. Requests for reimbursement must be made within a reasonable time frame after the expenses were incurred. All reimbursement requests of a fiscal year must be received by the business office prior to July 15<sup>th</sup> of the next fiscal year

E. Meals and Refreshments for Meetings:

1. Meals must not be provided at district expense at meetings for employees unless the meeting of necessity takes place over a mealtime due to conflicting schedules or a need to include students or members of the public.
2. Light refreshments may be provided at district expense at a meeting only if one of the following criteria is met:
  - a) Students or members of the public are invited; or
  - b) the meeting occurs over a mealtime; or
  - c) the duration of the meeting is expected to substantially exceed 2 hours.

E. Prohibited Expenses:

District funds will not be used if the expenditure does not serve a public purpose. An expenditure serves a public purpose if it benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of a private interest. The following expenditures will not be reimbursed:

**WAYZATA PUBLIC SCHOOLS**

**Independent School District 284**

**Wayzata, Minnesota**

1. Food, gifts or decorations for celebrations of birthdays, holidays, retirements, or accomplishments, except meals and gifts for qualifying employees at an annual School District recognition event are considered to have a public purpose and to be part of the district's compensation package for employees, and may be reimbursed or otherwise purchased with District monies;
2. Food or gifts for employees as a reward for a job well done;
3. Gifts, cards, or flowers in cases of illness or bereavement; and
4. Entertainment expenses for employees, unless the employee's expense is occasioned by the employee accompanying students at a bona fide student activity, such as attendance at a play.
5. Gift Cards are considered to be "money" and are NOT acceptable expenses to be reimbursed.

**ADOPTED:** September 9, 1985

**AMENDED:** November 6, 1987

**AMENDED:** July 10, 1989

**AMENDED:** March 18, 1999

**AMENDED:** January 13, 2003

**AMENDED:** February 14, 2005

**AMENDED:** November 13, 2006

**AMENDED:** June 13, 2016

**AMENDED:** October 21, 2021

**LAST REVIEWED:** October 21, 2021