Lakeview Community Schools

Travel Expense Policy & Information

Revised November 5, 2026

General Travel Expense Guidelines

Lakeview Community Schools will reimburse expenses that have been approved in advance by Administration or that are incurred while attending school-sponsored events, administratively approved conventions, and workshops. Eligible expenses are listed in the Faculty Handbook.

Receipt Requirements

A **detailed receipt** (example below) must be submitted to be reimbursed. Expenses submitted without a detailed receipt will not be reimbursed.

Tax-Exempt Purchases

Employees will be provided with a copy of Lakeview's tax-exempt certificate and a blank Form 13. These documents should be presented to vendors at the time of purchase to ensure that sales tax is not charged.

Maximum Allowable In-State Meal Expenses

When meals are not provided by the hotel, conference, or event, the following reimbursement limits apply:

Meal	Maximum Reimbursement
Breakfast	$15.00
Lunch	$20.00
Dinner	$27.00

Additional Meal Guidelines

- No alcoholic beverages may be purchased or submitted for reimbursement.
- A maximum of three meal charges per day is allowed (Breakfast, Lunch, and Dinner).
- If breakfast is provided by the hotel, conference, or event, a maximum of two meal charges per day is allowed (Lunch and Dinner).
- Tips may not exceed 18% of the total receipt.

Expenses Exceeding Policy Limits

Expenses exceeding the established limits or not meeting the requirements outlined in this policy will not be reimbursed.

Employees with questions regarding allowable expenses or reimbursement procedures should review with Administration prior to attending the event or making purchases.

Thank you for your cooperation!

