

Lakeview Community School

Travel Expense Policy/Information

Effective 7/1/2020

Lakeview Community Schools will allow expenses approved by Administration in advance or expenses that are incurred while I am attending school-sponsored events and/or administratively approved conventions and workshops. Expenses allowed are listed in the Faculty Handbook.

DETAILED receipt (example below) must be submitted to be reimbursed. If you do not have a detailed receipt Lakeview will not reimburse.

We are providing you with a copy of Lakeview Tax exempt certificate and a blank Form 13 form. Please show this to all vendor you purchase items from so no tax will be charged.

The Maximum Lakeview allows for in State meals:

If meals are not provided at Hotel or Conference.

\$15.00 FOR BREAKFAST

\$20.00 FOR LUNCH

\$27.00 FOR DINNER

No Alcoholic Beverages.

Max Tip amount is 18% of total Receipt

Any expenses beyond what's stated will not be reimbursed or be all

Any questions regarding this please review with Administration prior to arriving at event.
Thank you.

Detailed Receipt
Acceptable



RUNZA RESTAURANT
702 S. 11th
NEBRASKA CITY NE

182 Caleb B

Chk 144 Mar25'17 12:26P Gst 0

Dining In	
1 Meal Deal #4	7.09
Bacon Ch Burger	
Ketchup	
LRG DR	
LG Drink	
1 Onion Ring Dip	0.49
Cash	8.15
Subtotal	7.58
Tax	0.57
Payment	8.15

NOT AN APPROVED
Receipt.



RUNZA NE CITY
702 S 11 ST
NEBRASKA CITY, NE 68410

(402) 873-3543

SALE

MID: 9924 Store: 0001 Term: 0006
REF#: 00000006
Batch #: 521 RR#: 708417404847
03/25/17 12:26:51
Trans ID: 587084628111610
APPR CODE: 032365
VISA Chip
*****6954 **

AMOUNT \$8.15