



Lakeside Union School District  
**Department of Business Services**  
Assistant Superintendent ◇ Erin Garcia

Interim Superintendent ◇ Stephen B. Halfaker, Ed.D.  
Assistant Superintendent ◇ Andy Johnsen, Ed.D.

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To: All Employees

From: Erin Garcia

Date: March 7, 2017 (Updated 6/20/17)

Re: **EMPLOYEE REIMBURSEMENT GUIDELINES**

- Multiple receipts can be included on one reimbursement form.
- Do not co-mingle personal items with items that you intend to be reimbursed for. Always request a separate receipt.
- Reimbursements turned in with receipt dates older than 60 days will not be processed.
- Reimbursements may **NOT** cross Fiscal Years (LUSD Fiscal Year: July 1<sup>st</sup> – June 30<sup>th</sup>)
- Items paid with a gift card will not be reimbursed.
- Gift cards may not be purchased for reimbursement.
- Reimbursements are for **Employees Only** (No reimbursements will be made to parents or community members).
- \$10.00 minimum on reimbursements – Save all of your receipts until you have met the \$10.00 minimum before turning in the reimbursement request.
- Reimbursements must have all required signatures and be completely filled out.
- Assistant Superintendent, Business Services no longer needs to approve items that exceed \$200. Principals and Supervisors will approve these items.
- All online purchases are subject to sales tax even if the vendor did not charge tax. The Business Department will apply appropriate tax rate and charge it to the account.