



**NON-EMPLOYEE
EXPENSE
STATEMENT**

Select Type of Service:

_____ Security Services	_____ Stipend
_____ Tuition Refund (attach receipt/statement)	_____ Other (specify in purpose)
_____ Judging Fees	

Name: _____

Event / Purpose of Expense: _____

Date of Event / Service: _____

(attach time sheet, if applicable)

_____ HOURS @	\$	_____ PER HOUR	\$	_____
_____ DAYS @	\$	_____ PER DAY		_____
_____ Flat Fee for Event				_____

OTHER EXPENSES (attach receipts and explanation):

TOTAL EXPENSES \$ _____

SIGNATURE

SOCIAL SECURITY NUMBER

MAILING ADDRESS

Approval for Payment - TISD USE ONLY

Code: _____

Approving Signature: _____

NOTE: Payment will be made only AFTER services have been rendered and completion of approval for payment by budget manager.



Tyler ISD
Non-Employee Time Sheet

NOTE: This form may be used to document hours claimed on the Non-Employee Expense Statement. In order to be paid, you must attach this to the Non-Employee Expense Statement.

Name

Social Security Number

Department or School

Period Covered by Schedule Below

Date	Day of Week	Time In	Lunch		Otherwise		Time Signed Out for day	Total for Day
			Out	In	Out	In		

I hereby certify that the time indicated is correct.

Total Hours Worked _____

Non-Employee Signature