

**TYLER INDEPENDENT SCHOOL DISTRICT  
STAFF NON -TRAVEL EXPENSE VOUCHER**

Name: \_\_\_\_\_ Campus/Dept: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Emp ID#: \_\_\_\_\_

**STATEMENT OF EXPENSES**

*(List details and attach receipts. Complete page 2 for business meals.)*

Date of Purchase	Place of Purchase	Item and Reason for Purchase	Amount of Expense
<b>Total Amount Due:</b>			<b>\$</b>

\$

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Principal/Supervisor \_\_\_\_\_ Account Code \_\_\_\_\_

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\$

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Account Code \_\_\_\_\_

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\*\*\* Employee must sign below \*\*\*

By signing, I certify that these expenditures are accurate, job-related,  
 I have already paid for them and submitted original receipts.

\_\_\_\_\_  
 Employee Date

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**The Staff Non-Travel Expense Voucher must include the following information:**

1. Name, address, & social security number of employee
2. Employee's campus or department
3. Statement of expenses along with all receipts (cancelled checks are not acceptable).
4. All expense vouchers must be approved by the employee's principal or director and then by Financial Services.
5. Please enter the account code(s) to be charged for the expenses.
6. The employee must sign the expense voucher. Expense reimbursement checks will not be released if the expense voucher is not signed.
7. Travel reimbursement for meal expenses when overnight lodging is not required is considered taxable income which is reportable on your W-2 at year's end. According to the Internal Revenue Service this rule will apply unless the meal meets I.R.S. criteria for treatment as a business meal. **Actual receipts are required** for reimbursement. Credit card receipts alone are not acceptable. **TISD will not reimburse for non overnight meals, unless they are business meals.**

**I certify that the reimbursement claimed on page 1 for a non-overnight meal was a working business lunch where substantive business discussions were held. (non taxable)**

Names of others present: \_\_\_\_\_

Business Relationship to others present: \_\_\_\_\_

Subject matters discussed: \_\_\_\_\_

Signature & Date \_\_\_\_\_