



**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: \_\_\_\_\_

\_\_\_\_\_ 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