Piper USD 203 Committee Work Payment Request Form

Payment for committee work shall be at the rate of **$20.00 per hour**. Compensation for committee work will be paid on the next available payroll after form is submitted. Committee work payment request forms should be submitted to the principal or designee as soon as applicable. **Please do not hold these forms beyond the end of a pay period.** Clearly describe the committee work by listing a specific beginning and ending time. **Please include the total hours for each day.**

Activity Date	Committee Name or Type of Work	Begin Time	End Time	Total Time	Office Use

UPDATED: November 2024

Employee Name _____ Employee Signature _____ Date Submitted _____

Approving Administrator Name _____ Approving Administrator Signature _____ Date Approved _____

Payroll Reviewer Name _____ Payroll Reviewer Signature _____ Date Reviewed _____