

Instructions for Substitute and Travel Reimbursement Request Form from K-State Engineering Extension

1. Complete the information on the following page. ***Only submit one page per school/organization.*** Details for each of the challenges are listed below for your convenience.
2. Once completed, print the following page ***on your school or organization letterhead.*** If not on letterhead, the request may be denied until we receive additional information from you.
3. When emailing the completed form from Step #2, attach a copy of the school's most recent W9 form (found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>). ***NOTE: the W9 must be the most current IRS version (Revised October 2018) and have been signed and dated within the previous 12 months for it to be considered valid.***
4. Email the completed document and the W9 form to dlautt@ksu.edu within 30 days of the event. Requests received after 45 days will NOT be honored.
5. Reimbursement check will be made payable to the name and address listed on W9.

Questions? Contact David Carter at dcarter@ksu.edu or 785-532-4998.

Substitute and Travel Reimbursement Request Form from K-State Engineering Extension *(one per school/organization)*

Name of Event: 2024 Kansas KidWind Challenge

Participant Organization
(name on W9): _____

Starting Address for Mileage Reimbursement:
(See note 1 below) _____

Number of Vehicles Used for Organization:
(See note 2 below) _____

Name of Coach(es) and Cost of Substitute(s):
(Write N/A if no cost)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Organization Contact Person: _____
(Printed Name) *(Signature)*

Contact Phone Number: _____

Contact Email Address: _____

Date and Location:
(Choose one)

- Southcentral Regional (Hutchinson) – Feb 13, 2024 (Tue)
- Northcentral Regional (Manhattan) – Feb. 21, 2024 (Wed)
- Southeast Regional (Burlington) – Feb. 23, 2024 (Fri)
- Southwest Regional (Dodge City) – Feb. 27, 2024 (Tue)
- Northwest Regional (Colby) – Feb. 29, 2024 (Thu)
- Northeast Regional (Overland Park) – Mar. 7, 2024 (Thu)
- State (The Temple in Salina) – Apr. 13, 2024 (Sat)

Note 1: Starting address must be the school's or organization's physical address. Mileage will be reimbursed at the current IRS rate (\$0.655/mile).

Note 2: It is our intent to reimburse mileage for participant travel only. We will reimburse mileage for multiple vehicles, but we request you minimize the number of vehicles, as possible.