

# 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 on the backside 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 March 2024) 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](mailto: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](mailto: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:**

Kansas KidWind Challenge Workshop

**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)*

Northcentral (Manhattan) Workshop – Oct. 13, 2025

Northeast (Overland Park) Workshop – Oct. 16, 2025

Southwest (Dodge City) Workshop – Oct. 28, 2025

*Note 1: Starting address must be the school's or organization's physical address. Mileage will be reimbursed at the current IRS rate (\$0.70/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.*