

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 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 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 the Kansas Energy Program - ksenergyprog@ksu.edu or 785-532-6026***

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

Name of Event:	K-12 Energy Benchmarking Project 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 Teacher 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:	Sept 24, 2025 - 2005 Research Park Circle Manhattan, KS 66502	

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.