

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 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 Dani Lautt at dlautt@ksu.edu or 785-532-4987.

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

Name of Event:

Energy in Action 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:

(Choose one)

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Northcentral Regional (Manhattan) – July 29, 2026 (Wed)

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Northeast Regional (Overland Park) – Oct. 22, 2026 (Thu)

Note 1: Starting address must be the school's or organization's physical address. Mileage will be reimbursed at the current IRS rate (\$0.725/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.