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)

- ☐ Northwest Regional (Hays) – October 20, 2026 (Tue)
- ☐ Northeast Regional (Kansas City, KS) – Oct. 22, 2026 (Thu)
- ☐ Southcentral Regional (Wichita) – Oct. 29, 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.