

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

1. Complete the information on the following page. 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. Print a copy of the school's most recent W9 form. *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. Mail or fax the completed document and the W9 form to the address or fax number below 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.

Mailing address

K-State Engineering Extension; ATTN: David Carter
2323 Anderson Ave, Suite 300
Manhattan, Kansas 66502

Fax number: 1-785-532-6952

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

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

Name of Event: 2023 Kansas KidWind Challenge

Participant Organization: _____

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

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

Name of Participant(s), 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)
- February 14, 2023—SW Challenge—2112 First Avenue, Dodge City, KS 67801
 - February 16, 2023—NW Challenge—703 West Second Street, Oakley, KS 67748
 - February 21, 2023—NE Challenge—12345 College Blvd, Overland Park, KS 66210
 - February 23, 2023—SC Challenge—1300 N Plum Street, Hutchinson, KS 67501
 - February 28, 2023—NC Challenge—2323 Anderson Ave, Manhattan, KS 66502
 - March 3, 2023—SE Challenge—1675 Milo Lane, Burlington, KS 66839
 - March 25, 2023—STATE Challenge—1717 SW Topeka Blvd Topeka, KS 66612

Note 1: Starting address must be the school's or organization's physical address. Mileage will be reimbursed at the current IRS rate (\$0.585/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.