



## Travel Reimbursement for Non-KATC Employees

Please attach an email the outlines prior approval from Rebecca Grau to this form. Thank you.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Email Address \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date and Time of Meeting \_\_\_\_\_

Mileage \_\_\_\_\_ Parking \_\_\_\_\_

Hotel Reimbursement (Original receipts must be attached) \_\_\_\_\_

Meal Reimbursement (Per Diem – See below) \_\_\_\_\_

A W-9 is on file or attached to this reimbursement form. Reimbursements will not be processed without a completed W-9 file at the KATC.

### Travel Expenses for Non-KATC Employees

The Kentucky Autism Training Center will pay for hotel the prior evening to or after a meeting if you live over 150 miles from the location of the meeting. If members do spend the night, meals are covered under these conditions:

Meal Allowance maximum for in-state:	Meal Allowance maximum for travel outside KY but within the Continental US and Canada
<b>Breakfast \$7.00</b> (must depart by 6:30 am; return after 9:00 am)	<b>Breakfast \$8.00</b> (must depart by 6:30 am; return after 9:00 am)
<b>Lunch \$8.00</b> (must depart by 11:00 am; return after 2:00 pm)	<b>Lunch \$12.00</b> (must depart by 11:00 am; return after 2:00 pm)
<b>Dinner \$15.00</b> (must depart by 5:00pm; return after 9:00 pm)	<b>Dinner \$20.00</b> (must depart by 5:00pm; return after 9:00 pm)

Hotel reimbursement will be only for pre-determined hotels.

Also, members have the option of being reimbursed for gas mileage for travel associated with KATC Board activities. Current University mileage allowance: **Effective July 1, 2008 - IRS maximum mileage allowance: 58.5¢ per mile**

After the activity, you are responsible for submitting all documentation and relevant information (including original receipts) for reimbursement to: Rebecca Grau Kentucky Autism Training Center, College of Education and Human Development, Dean's Office, University of Louisville, Louisville, KY 40292 (this is an on-campus address – a street address is not necessary).

Please direct questions to KATC's business manager, Tonja Craig, at 502-852-2479

# Request for Taxpayer Identification Number and Certification

Give form to the  
 requester. Do NOT  
 send to the IRS.

Please print or type

Name (If a joint account or you changed your name, see <b>Specific instructions</b> on page 2.)	
Business name, if different from above. (See <b>Specific instructions</b> on page 2.)	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <span style="font-size: small;">▶</span>	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	

<b>Part I Taxpayer Identification Number (TIN)</b>	List account number(s) here (optional)		
Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see <b>How To Get a TIN</b> on page 2. <b>Note:</b> If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.	<b>Part II For Payees Exempt From Backup Withholding</b> (See the instructions on page 2.)		
<table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 5px;">Social security number</td> <td style="padding: 0 20px;">OR</td> <td style="border: 1px solid black; padding: 5px;">Employer identification number</td> </tr> </table>		Social security number	OR
Social security number	OR	Employer identification number	

**Part III Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions.** —You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

<b>Sign Here</b>	<b>Date</b> <span style="font-size: small;">▶</span>
Signature <span style="font-size: small;">▶</span>	

**Purpose of Form.** —A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are an exempt payee.

**Note:** If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What Is Backup Withholding?** —Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to

backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive **will** be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. The IRS tells the requester that you furnished an incorrect TIN, or
3. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
4. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or
5. You do not certify your TIN when required. See the Part III instructions on page 2 for details.

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

**Penalties**

**Failure To Furnish TIN.** —If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil Penalty for False Information With Respect to Withholding.** —If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal Penalty for Falsifying Information.** —Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** — If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.