Program Scholar Reimbursement

Honorarium
Program scholars receive an honorarium of $150 for each presentation. Preparation time and travel time are used as an in-kind match. Please fill out this section on your invoice.

Program Scholar Invoice and W–9 Form
Please fill out the enclosed invoice completely and sign in ink.

W–9 form – Honoraria payments totaling $600 or more annually must be reported to the IRS, and a copy of form 1099–MISC will be sent to you in January if your payments have reached $600 in the previous calendar year. If we do not have a copy of the W–9 Taxpayer Identification Number and Certification form on file, you will receive one in this mailing. You only have to fill this out once unless you move.

Filling out the invoice
• Date / Location / Time: Record the date(s) of travel; the city you are traveling from; the city of your destination; time you left for the program; and time you arrive home after the program.
• To claim mileage, you must fill in your car license number.
• Meals and Overnight Lodging: Original receipts for meals & lodging are REQUIRED.

Travel Costs Eligible for Reimbursement
Roundtrip Mileage .455 / mile or current State of Idaho rate for out-of-town travel

Meals and Overnight Lodging: Maximum meal allowance is $30.00 per day. When claiming meals for a partial day, record the actual meal cost plus gratuity, not to exceed amounts listed below:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Allowance</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner</td>
<td>$16.50</td>
<td>Must leave home before 5 pm and arrive home after 7 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.50</td>
<td>Must leave home before 11 am and return home after 2 pm</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$ 7.50</td>
<td>Must leave home before 7 am and return home after 8 am</td>
</tr>
</tbody>
</table>

Lodging will be reimbursed for actual costs – receipt (not a credit card receipt) required

Program Feedback
The enclosed program feedback form provides information to the project director for planning and preparing project reports and proposals. Please return the feedback form with your invoice.

What to Return to the Library Commission
• Invoice  • Program feedback form  • W–9 form  • Book (if one loaned to you)
The process takes from two to four weeks after your signed invoice(s) [including in–kind match], receipts, and feedback form(s) are received at the Commission. If you have questions, please contact Dian Scott at (208) 334–2150 ext. 102 [Boise area] or 1–800–458–3271 [Idaho only].
dian.scott@libraries.idaho.gov