



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:

Dinner **\$16.50** *Must leave home before 5 pm and arrive home after 7 pm*

Lunch **\$10.50** *Must leave home before 11 am and return home after 2 pm*

Breakfast **\$ 7.50** *Must leave home before 7 am and return home after 8 am*

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].

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