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 or arrive home after 7 pm*
- **Lunch** $10.50 *Must leave home before 11 am or return home after 2 pm*
- **Breakfast** $ 7.50 *Must leave home before 7 am or 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 **Betty Hoffman** at (208) 334–2150 ext. 102 [Boise area] or 1–800–458–3271 [Idaho only] / betty.hoffman@libraries.idahogov.

**THANK YOU!** [08/10]