

IDAHO STEM ACTION CENTER TRAVEL REIMBURSEMENT FORM

STEM AC Use Only

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5990

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1001

1240

Important: Read the [Travel Policies](#) prior to submitting. Not completing required sections or submitting required documentation may result in a delay in payment or make you ineligible for reimbursement. All fields with an **(*) Asterisk** are required (*follow the arrow to navigate fields*). Once all required fields are completed a submit button will appear; if you do not see the submit button, you are missing a required field.

(Payment may take up to 30 days to process after receipt of all documents. For questions, please contact finance@stem.idaho.gov).

Name of Traveler: Marie Curie

Mailing Address: 802 W. Bannock St.
(Must be the same as on your W9) Boise, ID 83702

Email Address: mariecurie@science.aol

Phone Number: (111)123-4567

STEM AC Contact: Erica Compton

Purpose of Travel: IDX - Idaho Exhibition of Ideas None

Meeting Address: 315 Falls Ave., Twin Falls, ID **Meeting Dates:** 01/02/2000 to 01/03/2000

Did You

Carpool: No With: _____

Share Lodging: No With: _____

Date	Departure Time <small>(Add for travel days only)</small>	Location <small>(Departure Address)</small>	Arrival Time <small>(Add for travel days only)</small>	Location <small>(Arrival Address)</small>	Mileage <small>(Rate :.625) .655</small>	Meals <small>(Per Diem)</small>
01/02/2000	5:00pm	802 W. Bannock St. Boise, ID 83702	7:00pm	315 Falls Ave. Twin Falls, ID	127.82	\$30.25
01/03/2000	4:30pm	315 Falls Ave. Twin Falls, ID	6:30pm	802 W. Bannock St. Boise, ID 83702	127.82	\$33.00
01/01/2000	0:00 am	Depart Address (Home or Meeting)	0:00 am	Arrival Address (Meeting or Home)	0	\$0
01/01/2000	0:00 am	Depart Address (Home or Meeting)	0:00 am	Arrival Address (Meeting or Home)	0	\$0
01/01/2000	0:00 am	Depart Address (Home or Meeting)	0:00 am	Arrival Address (Meeting or Home)	0	\$0
01/01/2000	0:00 am	Depart Address (Home or Meeting)	0:00 am	Arrival Address (Meeting or Home)	0	\$0
01/01/2000	0:00 am	Depart Address (Home or Meeting)	0:00 am	Arrival Address (Meeting or Home)	0	\$0
01/01/2000	0:00 am	Depart Address (Home or Meeting)	0:00 am	Arrival Address (Meeting or Home)	0	\$0
Additional Reimbursable Expenses <i>(Receipts Required – no meal or gas receipts)</i>					Total	
Date(s): _____ to _____					\$167.44	\$63.25

Sub-total 1: \$230.69

Item	Total Cost	Attach Receipts
Flight	\$0.00	
Luggage Fee	\$0.00	
Lodging	\$150.00	Luggage Receipt
Public Transportation	\$0.00	
Parking	\$0.00	
Car Rental	\$0.00	
Registration	\$0.00	
Other	\$0.00	

Sub-total 2: \$150.00

Other Attachments (*required):

W-9 Form

(Do not attach if you've previously received payment from STEM AC)

Attached W9

***Agenda**

Map (mileage required)

Attached Agenda (Required)

Attached Map

TOTAL REIMBURSEMENT: \$380.69

Marie Curie 02/02/2023
Marie Curie (Feb 2, 2023 12:21 MST)

Signature, Traveler

Date

STEM AC Authorized Signature **Date**

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Marie Curie

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
- Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
- Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

802 West Bannock Street

Requester's name and address (optional)

6 City, state, and ZIP code

Boise, ID 83702

7 List account number(s) here (optional)

See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
1	1	1	-	2	2	-	3	3	3

or

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here

Signature of U.S. person ▶ *Marie Curie*

Date ▶ 11/11/21

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Hotel 101

802 W. Bannock St.
Boise, ID 83702

INVOICE

16-Nov-2021
Invoice #2334889
PO 456001200

111-234-5678
mariecurie@science.edu

Att: Ms. Marie Curie

Dear Ms. Marie Curie,

Please find below a cost-breakdown for the recent work completed. Please make payment at your earliest convenience, and do not hesitate to contact me with any questions.

Many thanks,
Hotel 101

#	Item Description	desc	Amount	Total (€)
1	suite room	1 night	125.00	125.00
2				-
3				-
4				-
5				-
6				-
7				-
8				-
Subtotal				125.00
Sales Tax (20%)				25.00
Total				150.00

Many thanks for your custom! I look forward to doing business with you again in due course.

Payment terms: to be received within 60 days.

IDX STUDENT SHOWCASE INFORMATION WEST/CENTRAL IDAHO

This document contains important information about preparing for the IDX West/Central Student Showcase on **Saturday, November 16th**.

Showcase Location: College of Southern Idaho, Student Union Building
315 Falls Avenue, Twin Falls, ID 83301

Confirmation Form: All registered teams must complete the Confirmation Form, [available at this link](#), by Monday, November 10th at 12:00 noon (MST). You will need the following information:

- Team Name
- Number of students
- Number of coaches
- URL of Team Website: Be sure that the site is **published**, and able to be accessed by parties outside your school or organization. If you require assistance publishing your website, please contact your organization's IT Dept or Francesca Bessey at stemsupport@idaho.stem.gov

Directions: From I-84: take exit 173 to merge onto S-93 S toward Twin Falls. Turn south at the light at the end of the offramp turning under the interstate. Cross over the scenic Snake River Canyon via the Perrine Bridge, and into Twin Falls. As highway 93 enters the city it becomes Blue Lakes Avenue. Proceed south on Blue Lakes Ave. for approximately one mile until you reach Falls Avenue. Turn right on Falls and continue for half a mile until you reach the CSI campus entrance (at the right, across from Quincy St.)

Parking Information: Park in one of the lots to either side of the Falls Ave. campus entrance. The Student Union is on the north (far) side of the building straight ahead of the entrance drive.

Schedule of Events:

11:00am: Registration and Set-up. During registration, your team will be assigned a table number and slot in the judging line-up. You will have approximately 60 minutes to set up your table.

11:30am: Coach's Meeting

11:30am-1:30pm: Lunch available for students and coaches in the Cafe (upstairs). Please be aware of your team's judging timeslot before bringing your students to lunch.

12:00pm-1:45pm: Teams present before judges at team tables. Presentation slots are 8 minutes: 5 minutes for presentation and 3 minutes for Judge Q&A. Please be ready at your table at least 5 minutes prior to your assigned time slot. Students should be ready to present having visited the bathroom, gotten water, etc.

1:45pm-2:30pm: Open Showcase for students, families & members of the public. During this time, Student's Choice ballots will be distributed to each team. Students will be asked to visit the other teams' tables and vote on their favorite project **that is not their own**. Student's Choice ballots must be submitted by 2:30pm.

2:30pm-3:00pm: Break down and pack up.

3:00pm: Awards Ceremony & Closing Remarks

What to Bring:

- The team's 3D-printed prototype, as well as previous iterations, rudimentary (i.e. cardboard) prototypes, sketches and other materials that show the team's iterative process
- Display or other prepared visual materials
- Fully charged laptop for displaying team website or slideshow (if using a slideshow). We cannot guarantee that every table will have direct access to power, so we recommend bringing one or more of the following: back-up (charged) laptop, power strip, extension cord.
- It is not required to bring a 3D printer, but you may do so if you wish. (Keep in mind the above guidelines about power.)
- Games, books, cards, homework, etc. to keep students busy during other teams presentations and judge deliberations. We try to run the Showcase as efficiently as possible, but there will be downtime! Have your students be prepared with something to do, especially if they get bored easily.

Photography:

Photos and video will be taken during the event. Please complete **any photo releases required by your school** prior to the event. These photos will be used on our website and Facebook page. They will NOT be used for commercial purposes. **You do not need to bring these releases.** If there is a student we are not allowed to photograph, please email us ahead of time so we can make our photographer aware.

Showcase Submission Criteria:

As a reminder, teams will be judged according to the following submission requirements. Please see the attached rubric for full judging criteria:

1. Solution Prototype:

- a. A physical representation of the solution idea created primarily by 3D printing.
 - b. Prototype should be thoughtfully designed and respond to the theme in a meaningful way.
 - c. Teams are highly encouraged to bring and display previous prototypes and iterations, including failed prints, that help tell the story of the team's process.
2. Digital Documentation:
- a. A minimum one-page website detailing the team's process and what they have learned. Structure/platform of the website is up to the team.
 - b. Webpage should include both visual (photos/video) and written content.
 - c. Coaches are permitted to assist students with documentation (capturing photo or video) but not direct content creation.
 - d. **In order to streamline judging on the day of the Showcase, teams must submit their websites by Monday, November 10th for advance review.**
3. Presentation:
- a. A presentation of no more than 5 minutes introducing the team, idea and describing the design process.
 - b. Include information about the solution, how the team arrived at the idea, challenges encountered, changes made, role of individual team members and how the team might reiterate the design in the future.
 - c. A slideshow is NOT required, however teams may use one if they wish.
 - d. The presentation will be followed up by a 3-minute Q&A with the judges. Students should be prepared to answer judge questions independently, without assistance from the Coach.
4. Visual Materials:
- a. Each team will be allotted a (2.8ft.) table to display the prototype, previous iterations and any accompanying visual materials.
 - b. Team presentations will take place **at team tables**
 - c. No specific visual materials are required however teams will receive a "Display" score based on how they use the space to explain their idea and process.

From: 802 W Bannock St, Boise, (Ada), ID.
To: 315 Falls Ave, Twin Falls, (Twin Falls), ID.
Total Distance: 127.82 miles
Total Time: 2 hrs 5 min

A

802 W Bannock St, Boise, (Ada), ID.

Distance: 127.816 miles
Time: 2 hrs 5 min

	Directions	Distance	Total Distance	
1.	Start out going northwest on W Bannock St toward N 9th St.	0.05 miles	0.05 miles	Show Step Map
2.	Turn left onto N 9th St.	0.13 miles	0.18 miles	Show Step Map
3.	Turn left onto Main St.	0.5 miles	0.68 miles	Show Step Map
4.	Main St becomes W Main St.	0.07 miles	0.75 miles	Show Step Map
5.	W Main St becomes Warm Springs Ave.	0.11 miles	0.86 miles	Show Step Map
6.	Turn right onto S Broadway Ave.	0.46 miles	1.32 miles	Show Step Map
7.	S Broadway Ave becomes US-20 E/US-26.	2.74 miles	4.06 miles	Show Step Map
8.	Turn left to take the US-20/US-26 ramp.	0.23 miles	4.29 miles	Show Step Map
▼	Merge onto I-84 E.	117.91 miles	122.2 miles	Show Step Map

Caraway Perracotta Cookware Set - Non-Toxic, Non-Stick, Ceramic Cookware

This complete set of our non-stick ceramic coated cookware has everything you'll need for cooking healthy in your kitchen, staying organized, and looking good while doing so. Contains a Fry Pan, Sauce Pan, Saute Pan, Dutch Oven and a storage system for your pans and I

	Directions	Distance	Total Distance	
12.	Stay straight to go onto US-93.	3.39 miles	126.05 miles	Show Step Map
13.	Stay straight to go onto US-93/Blue Lakes Blvd N.	0.99 miles	127.04 miles	Show Step Map
14.	Turn right onto Falls Ave.	0.77 miles	127.81 miles	Show Step Map

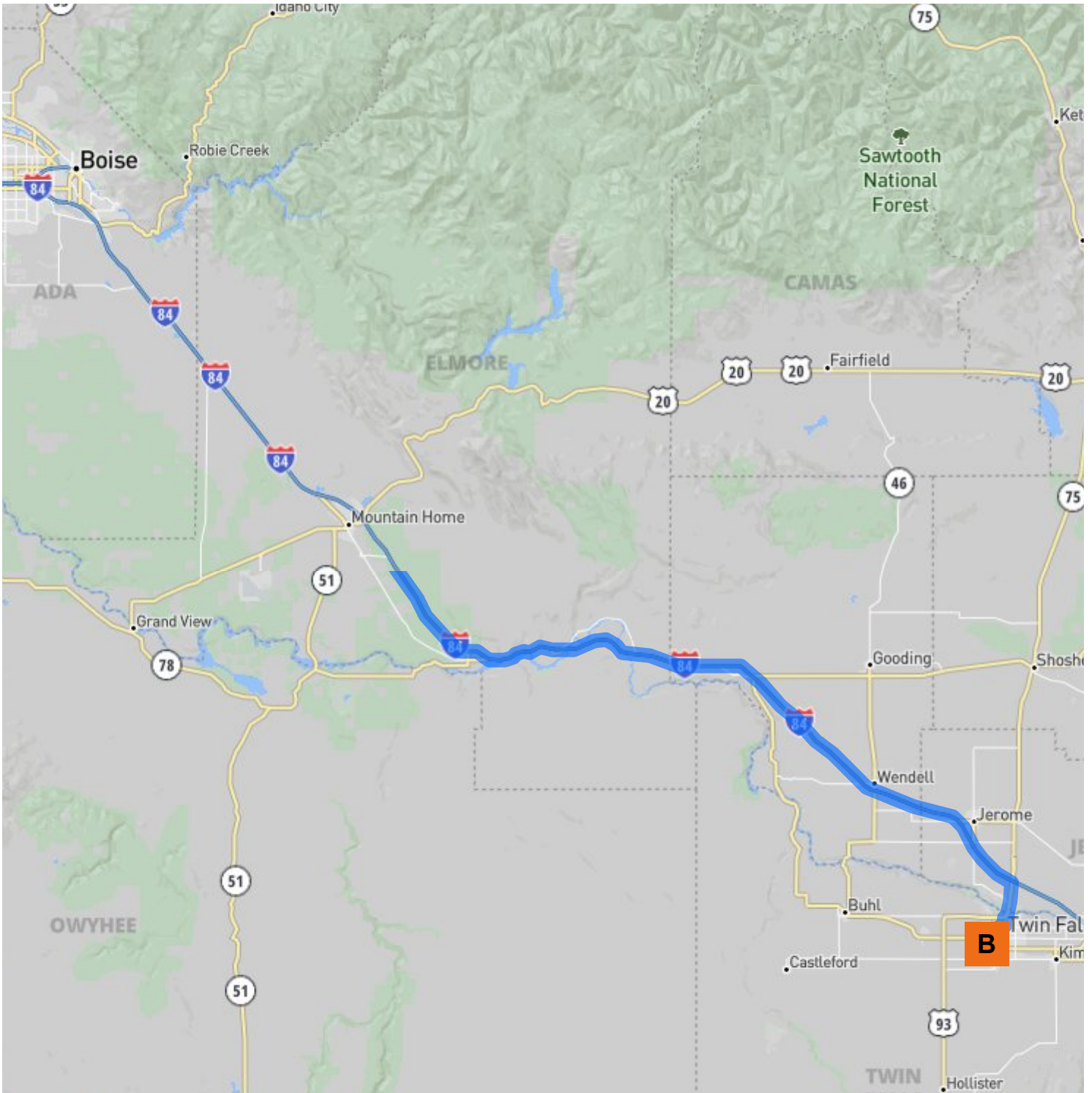
B

315 Falls Ave, Twin Falls, (Twin Falls), ID.



Caraway Perracotta Cookware Set - Non-Toxic, Non-Stick, Ceramic Cookware

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