How to Become a Travel Representative

Each club must have at least 1 travel rep, or they will not be allowed to travel!!

REMINDERS:
- To become a travel rep, turn in:
  - EFT
  - Updated W9
  - Voided Check
- Travel reps can be reimbursed for certain club expenses
  - Gas/tolls/parking
  - Event registration costs
  - Other approved expenses
Step 1: Go to [http://recreation.ku.edu/sport-clubs](http://recreation.ku.edu/sport-clubs)

Click on the “resources” tab
Step 2: Click on “Ku Sport Clubs Documents and Forms”
Step 3: Open the EFT and W9 documents

Sport Clubs Resources

- KU Sport Clubs Documents & Forms

Financial Forms
1) Purchase Request ($5,000 & Above) (pdf)
2) Purchase Request ($4,999 & Below) (pdf)
3) Receipt Form (SOFAS) (pdf)
4) Supplemental Budget Request (pdf)

Travel Rep. Forms
1) EFT (pdf)
2) Travel Receipt Log (pdf)
3) W9 (pdf)
Step 4: Fill out EFT

** Business Unit Contact Phone

AUTHORIZATION FOR ELECTRONIC DEPOSIT OF VENDOR PAYMENT
(Please print or type all information)

1. Enter the following vendor information (DO NOT ENTER SSN OR TIN)

   ** SMART Vendor ID
   Payee Name
   *Street
   *City
   Telephone #
   Contact

   * This field is completed by KU.

2. Complete all fields in Section A for new enrollments or for financial institution or account changes. NOTE: For new enrollments, this form is not required if the vendor has been previously enrolled by another state business unit under the same account.

3. Complete only Section B to cancel the electronic deposit authorization.

Section A: Enrollment or Change Authorization
All vendors, individual and business, must include proof of CHECKING or SAVINGS account. (Voided check or Bank Letter)

   *Select One: □ New Enrollment □ Financial Institution or Account Change

   *Bank Name
   Branch (if applicable)
   City
   State □ Count State □ □ Zip
   *Transit/ABA No.
   *Account Type(select one) □ Checking Account □ Savings Account
   *Account No.

   ** undersigned, authorize the State of Kansas and the University of Kansas Center for Research, INC to originate future electronic deposit entries directly into my checking or savings account indicated above and to correct any errors which may occur from the transactions. I also authorize the Financial institution to post these transactions to that account. This authorization is to remain in force until the State of Kansas and the University of Kansas Center for Research, INC receives written notice of cancellation from me. I certify under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.

   *Signature
   *Name (Printed)
   *Date

   ** undersigned, hereby cancel the authorization for the State of Kansas to originate electronic deposit entries into my checking/savings account. This cancellation is effective as soon as the State of Kansas has reasonable opportunity to act upon it. I certify under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.

   *Signature
   *Date
   *Name (Printed)
   Job Title

   * Indicates the field is mandatory. Incomplete forms will not be accepted.
   ** Indicates the field is completed by KU.
Step 5: Fill out W9

Make sure the W9 is the updated one: December 2014

Stars indicate what is required

### W-9 Request for Taxpayer Identification Number and Certification

![Image of W-9 form]

<table>
<thead>
<tr>
<th>Form (Rev. December 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of the Treasury Internal Revenue Service</td>
</tr>
</tbody>
</table>

#### Part I: Taxpayer Identification Number (TIN)

Here's 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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

#### Part II: 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 and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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, or contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certificate, but you must provide your correct TIN. See the instructions on page 3.

#### Sign Here

*Signature of U.S. person*

*Date*

#### General Instructions

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

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain their 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 any other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1098-C (canceled debt)
- Form 1098-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? on page 2. By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding.
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
Step 6: Write “VOID” on a check. The information on the check will be used to determine what account reimbursements will be deposited into.

Make sure this address matches the one used on the W9!

Step 7: Bring all three documents to a program manager in ASRFC room 208! If no one is in the office, leave it in your program manager’s mailbox.