The Highlander Works Internship Program provides up to $5,000 to help reimburse students with associated costs of the internship. Costs may include transportation, rent, technology, etc. Please upload the completed worksheet to Qualtrics or email to Debbie Fenderson at dfenderson@radford.edu.

**Contact Information**

Name

Student ID

College Major

**Internship Details**

Internship Organization

Start Date

End Date

Virtual, In Person or Hybrid

Number of weeks

**Compensation up to $2,400 for unpaid or underpaid internship**

If you are not getting paid, or are getting paid less than $20/hr you are eligible for Highlander Works to make up the difference, but only up to $20/hr.

**Example:** If making $15/hour, you are eligible to apply for $5/hour to equal $20. ($15 in wages - $20 = $5/hour through the Grant Program).

**Travel up to $1000 (Higher amounts for airfare will be considered on a case by case basis.)**

**Airfare**

**Personal Vehicle Mileage** - Multiply the number of TOTAL miles x $0.655 per mile =

Travel exceeding 250 miles per day will still be reimbursed at a decreased rate of $0.246 per mile.

**Travel Medical Insurance**

**Passport**

**Visa**

**Immunizations**

**Housing (Up to $400 per week for off-campus housing only. Deposits are not reimbursable.)**

**Professional Attire/Uniforms (up to $300)**

**Internship Specific Supplies (up to $100)**

**Supplies/Technology/Equipment**

**Total Internship Experience Cost**

0.00

*Students must submit receipts for expenditures prior to release of funds.*

**Financial Aid**

Students who receive funding from Highlander Works to support their participation in an internship must be reviewed and counted as a part of their financial aid.

**Signatures**

To the best of my knowledge, the information provided on this form represents a realistic estimate of the costs associated with my internship.

**Student's Name Print**

**Student's Signature**

**Date**

**Faculty Member**

**Faculty Signature**

**Date**