



Belda Fund Travel Reimbursement Application for Unpaid Internships

The Belda Fund allows for reimbursement of up to \$500 per year in travel costs associated with doing an unpaid internship in NE Ohio. Internships must be registered for academic credit either through the Center for Career Services (CE 199,102,103, or 104) or through a qualifying departmental internship listed below. Funding is not guaranteed and will be awarded on a first come, first serve basis and may be adjusted depending on amount available in fund. The reimbursement will be awarded at the end of the internship in the form of a personal check or direct deposit. You may not receive the Belda and Lavelle scholarships at the same time.

Application Process : Step 1: Students must submit a projected expense sheet including mapquest or google map for mileage, anticipated miles driven per week, parking, RTA, bus fare, etc. by the first deadline listed for the semester in which the internship will occur.

Step 2: Students must then submit a final expense sheet by the second deadline with details of actual mileage driven, actual expenses incurred including receipts, which must be signed by the student's internship supervisor and JCU internship coordinator in order to receive funding. Gas purchased is NOT reimbursable.

*Step 1 Deadline to submit **projected** travel costs to be eligible for Belda Fund reimbursement:*

- **Fall 2015:** Friday, September 25th, 4:30 pm
- **Spring 2016:** Friday, January 29th, 4:30 pm
- **Summer 2016:** Friday, June 26th, noon

*Step 2 Deadline to submit **actual** travel costs (signed by student, student's internship supervisor and the internship course instructor when it is through an academic department):*

- **Fall 2015:** Friday, December 11th, 4:30 pm
- **Spring 2016:** Friday, May 6th, 4:30 pm
- **Summer 2016:** Friday, August 20th, noon

PLEASE CIRCLE THE COURSE YOU ARE TAKING: Semester: Fall 2015 Spring 2016 Summer 2016

AR122	AR473	CE102	CE103	CE104	CE199	
CO161	CO475	CO476	CO497 A	CS478	EN289	
GR396	IB492	IB490	HS498	MN401	PE497	PJHR301
PJHR375	PO390 (A-D)	PS480-489	PS494	SC475	SC494	TRS491

STUDENT INFORMATION

Name: _____ Major: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____ Banner ID #: _____

ORGANIZATION INFORMATION

Organization Name : _____

Organization Address: _____

City, State, Zip : _____

Student's supervisor: _____ Title: _____

Work telephone: _____ Work email: _____