



### 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 2016:** Friday, September 23, 4:30 pm
- **Spring 2017:** Friday, February 3, 4:30 pm
- **Summer 2017:** Friday, June 23, 4:30 pm

*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 2016:** Friday, December 9, 4:30 pm
- **Spring 2017:** Friday, May 5, 4:30 pm
- **Summer 2017:** Friday, August 18, 4:30 pm

**PLEASE CIRCLE THE COURSE YOU ARE TAKING: Semester:      Fall 2016      Spring 2017      Summer 2017**

|         |             |           |         |       |       |         |
|---------|-------------|-----------|---------|-------|-------|---------|
| AR122   | AR473       | CE102     | CE103   | CE104 | CE199 |         |
| CO161   | CO475       | CO476     | CO497 A | CS478 | EN289 | PHP 473 |
| 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: \_\_\_\_\_