

<b>Radford University</b>	
<b>Highlander Works Internship Program</b>	
<b>BUDGET WORKSHEET</b>	
<p>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 <a href="mailto:dfenderson@radford.edu">dfenderson@radford.edu</a>.</p>	
<b>Contact Information</b>	
Name	
Student ID	
College Major	
<b>Internship Details</b>	
Internship Organization	
Start Date	
End Date	
Virtual, In Person or Hybrid	
Number of weeks	
<b>Compensation up to \$2,400 for unpaid or underpaid internship</b>	
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.	
<b>Example:</b> 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).	
<b>Travel up to \$1000 (Higher amounts for airfare will be considered on a case by case basis.)</b>	
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	
<b>Housing (Up to \$400 per week for off-campus housing only. Deposits are not reimbursable.)</b>	
<b>Professional Attire/Uniforms (up to \$300)</b>	
<b>Internship Specific Supplies (up to \$100)</b>	
Supplies/Technology/Equipment	
<b>Total Internship Experience Cost</b>	
	<b>0.00</b>
<i>Students must submit receipts for expenditures prior to release of funds.</i>	
<b>Financial Aid</b>	
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.	
<b>Signatures</b>	
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