



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 (Communication and Theatre Arts, Nonprofit Administration, Political Science, Psychology, Sociology or Education). Funding is not guaranteed and will be awarded on a first come, first serve basis. The reimbursement will be awarded at the end of the internship in the form of a personal check. You may not receive the Belda and Lavelle scholarships at the same time.

Application Process : Students must submit a projected expense sheet including **mapquest or google maps** for mileage, parking, RTA, bus fare, etc. prior to the deadline listed for the semester in which the internship will occur. Students must then submit a final expense sheet, which must be signed by the student’s internship supervisor in order to receive funding.

Deadlines to submit **projected** travel costs to be eligible for Belda Fund:

- Fall 2011: Friday, September 23 by 4:30 PM
- Spring 2012: Friday, March 2 by 4:30 PM
- **Summer 2012: Friday, June 22 by 4:30pm**
- Deadlines 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 2011: Wednesday, December 7 by 4:30 PM
- Spring 2012: Wednesday, May 2 by 4:30 PM
- **Summer 2012: Wednesday, August 15 by 4:30 PM**

**Please attach a job description outlining the responsibilities of the internship.
(Only for departmental internships)**

STUDENT INFORMATION (provide permanent address)

Name: _____ Major: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____ Banner ID #: _____

PLEASE CIRCLE CO 497 NP510 PS 488 PS 489 SC 475 PO 390(A-D) PE 497

If enrolled in one of the above classes you must schedule an appointment to hand in the paperwork and attend an exit interview at the end of the semester. Call 216 397 4237 to schedule an appointment.

CE academic credit: CE 102____ CE103____ CE104____ CE199_____

Semester: ___Summer 20___ ___Spring 20___ ___Fall 20___

ORGANIZATION INFORMATION

Organization Name _____

Organization address _____

City, State, Zip _____

Student’s supervisor _____ Title _____

Work telephone _____ work email _____

Student’s Title _____