

<b>Radford University</b>			
<b>Highlander Works Internship Program</b>			
<b>BUDGET WORKSHEET</b>			
<b>The Highlander Works Internship Program provides up to \$5,000 to help reimburse students with associated costs</b>			
<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/hr to equal \$20. (\$15 in wages - \$20 = \$5 hour through the Grant Program).			
Number of hours x \$20 per hour =			
<b>Travel up to \$1000 (Higher amounts for airfare will be considered on a case by case basis.)</b>			
Airfare			
Personal Vehicle - 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)</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>
<b>*Students must submit receipts for expenditures prior to release of funds.</b>			
<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			
Student's Name Print			
Student's Signature			Date
Faculty Member			
Faculty Signature			Date