University Internship Program  
OIA Reimbursement Request Form 2013-2014

Name of Department: ____________________________ Semester for reimbursement: __________

The Office of International Affairs will provide reimbursement up to $900 per office/department, per semester. In order to be eligible for reimbursement, the following criteria must be met:

- Specific goals and objectives for the University Internship were clearly stated and reviewed
- Bi-weekly feedback was provided to University Intern on performance and professional development
- Practical experience was connected to the University Intern’s area of study and/or career interests
- University Intern was exposed to a professional office environment
- Opportunities were provided to own and lead a project or significant portion of a project
- University Intern received mid-semester and end-of-the-semester evaluations. Final evaluation was submitted to the Career Center (reimbursements will not be made until evaluation is received)
- By signing below, I am stating that all of the University Internship Program Requirements have been met.

Supervisor’s Printed Name: __________________________________________ Date: __________

<table>
<thead>
<tr>
<th>Intern Name</th>
<th>TUID</th>
<th>Amount Paid</th>
<th>FOAPAL to be reimbursed (must be 7980 account)</th>
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**Supporting Documentation must accompany this form.** To show proof of student payroll:

1) Open your Cognos Report for Fiscal year period 6. (ex. 6 will allow you to see all Fall)
2) Using your account double click onto the column year to date (This will bring up the Transaction Detail Report)
3) Once you’re in the Transaction Detail Report – Double click onto the payroll detail. (This will allow you to see the names of the individual students)
4) You should now see the Labor Distribution Report – Click onto the individual student’s TUID
5) You should see the Labor Distribution report by person year to date (This will show you all the payments for the individual student)

**Supervisors:** Print out this form; complete and return along with supporting documentation and Final Evaluation to the Career Center: 215.204.4462 (fax) or careercenter@temple.edu. All completed forms and documentation must be received within one week after the semester ends.