University Internship Program
SVPUS Reimbursement Request Form 2013-2014

Name of Department: ____________________________ Semester for reimbursement: __________

The Senior Vice Provost for Undergraduate Studies will reimburse offices/departments 50% of funding not covered by federal work study, up to $400 per Intern, 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: ____________________________________________

Signature: _________________________________ 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.