

**Reimbursement Application: Commuting Costs for
Unpaid Internships/Externships**

Students can apply for reimbursement of commuting and parking expenses for internships / externships which are unpaid and for which the student is not otherwise being compensated for such costs.

To apply, please provide the following information:

Student Name: _____

This is for an unpaid: internship____ ; externship _____ For Fall____; Spring____; Summer____

Address (address you will be living at while interning):

Email & tel. no.:

Site/Organization Name: _____

Address: _____

Contact Name: _____

Contact email & tel. no. _____

Estimated cost for travel and parking expenses: _____

How did you arrive at these costs?

By submitting this form, you are confirming:

1. This is an unpaid internship / externship;
2. You are not receiving benefits or reimbursement from site for the commuting or parking expenses listed above.

By submitting this form, you are certifying that the information is true and accurate. If at any time circumstances change, you must contact Career Services to provide updated information.

This application will be submitted to the Dean of Career Services and Externship Program Director. They will review all applications, in date order received, and will make awards on the following criteria:

1. Internship is unpaid and student is not receiving benefits or reimbursements for expenses set out above by the site/organization (i.e. they will provide parking or reimburse students for parking);
2. The location of student's home address to site, as well as location of site to school;
3. Excepting summer, the reimbursement is only available for sites outside of City of Fort Worth; and
4. Reimbursement amount will vary depending on need, not to exceed \$250.