Operation Intern REIMBURSEMENT REQUEST Glossary

Salary Compensation

From – this is the start date of when the intern commenced work or May 1. The start of the term is May 1, for each program year. The work completed by the intern cannot be submitted before this date. Prorate accordingly.

To – this is the end of the pay period or the last date of work completed. The end of the term is June 30, for each program year. The work completed by the intern after this date cannot be submitted. Prorate accordingly.

There cannot be any overlap between one request and another.

Type of Pay – this is the type of wage classification associated with the rate of pay

- Regular
- Overtime
- Holiday – applicable to healthcare
- Evening - applicable to healthcare
- Weekend – applicable to healthcare

*Anytime there is a change in the rate of pay, it must be submitted separately. For example, the intern works from 5/1 through 5/14, and the intern receives a raise in pay on 5/10. The reimbursement request will be from 5/1 through 5/9 at the lower pay rate. Then another reimbursement request will be submitted from 5/10 through 5/14 with the raised rate.

- Stipend – If a stipend is paid regardless of hours worked, the hours worked must indicate "1", and the rate of pay is the stipend amount for that pay period

Hours Worked – this is the total hours worked between the From and To dates, for the specified Type of Pay, excluding stipend

Rate of Pay – this is the hourly wage

Gross Pay – this is auto-calculated based on the calculation of hours worked and rate of pay

Amount requested (50% of gross pay) Enter 0 if no wages – **required -** this is the amount eligible for wage reimbursement. If the intern has had multiple requests and the remaining amount eligible is less than the 50%, only indicate the remaining amount. If the 50% is greater than $5,000, only indicate $5,000. The intern's maximum amount eligible for this grant is $5,000.

Other Expenses

Other From – this is the date of purchase for other expenses. Other expenses can include, but are not limited to, software licenses, tools and equipment, tuition and fees, books, and housing assistance. Supporting documentation in the form of paid invoices and receipts may be requested to verify expenses submitted. Types of expenses not eligible are, included, but not limited to, mileage, fuel, cell phones, and bonuses paid.

Other To – this is the same date as the "Other From", if this were a single point of transaction. If this were a software subscription needed for the intern to perform their job duties, indicate the date range this software covers

Type of Expense – what is the expense

Total Cost – this is the total complete cost of the expense type

Amount requested (50% of gross pay). Enter 0 if no other expenses – **required –** this is the amount eligible for other expenses. If the intern has had multiple wages and/or other expenses requested, and the remaining amount is less than the 50% eligible amount, only indicate the remaining amount. The intern's maximum amount eligible for this grant is $5,000.

Authorized by - required; certify, typing in this field acknowledges the statement listed in this section

Title- required – this is the occupation title of the authorized signer

Date of Payment Request - required; 00/00/0000 format