REQUEST FOR REIMBURSEMENT FOR PARTICIPATION IN THE MATE INTERNSHIIP PROGRAM

MARINE ADVANCED TECHNOLOGY EDUCATION CENTER
Monterey Peninsula College, 980 Fremont Street, Monterey, CA 93940

Please mail this form with your signature and originals of any related receipts to: Nandita Sarkar, MATE Internship Coordinator, MPC, 980 Fremont Street, Monterey CA 93940.

This request for reimbursement must be based upon a pre-arranged agreement between MATE and the claimant regarding the nature and scope of the internship, including allowable reimbursable costs. **No travel costs will be covered unless they have been pre-approved by MATE staff.**

NAME OF CLAIMANT: _____

(Please print or type)

MAILING ADDRESS: _____
(Please print or type) Street No

_____
City State Zip Code

DATES:_____

LOCATION:_____

SUPERVISOR:_____

STIPEND
Budget #: 01-0040-1-0400-1513-5200-000-53-5245

TRAVEL REIMBURSEMENT
Budget #: 01-0040-1-0400-1513-5200-000-53-5246

Funding Source: MATE Internship Participant Support

REIMBURSEMENT: (Please see reverse side for guidelines)

Stipend* $ _____

(optional) Minus tuition/fees for COOP credits @ MPC (subtract from stipend) -$ _____

Total Stipend (5200/5245) $ _____

Travel/Lodging** $ _____

Other (specify) $ _____

Total Reimbursement (5200/5246) $ _____

TOTAL (stipend+reimb) $ _____

* At-sea participants will be reimbursed for participation and training associated with the internship at a rate of $500/week, or fraction thereof if the intern did not work a minimum of 40 hours per week. All reimbursement for work completed will be taxable. Other interns will be reimbursed according to the agreed upon rate.
* *Per NSF GC, where **meals** or **lodging** are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the per diem or subsistence allowance will be correspondingly reduced.

CERTIFICATION:
I, the Claimant, certify that the expenses itemized above have been incurred in connection with MATE Internship Program, for the duration specified. The reimbursement amount specified shall be the only obligation of Monterey Peninsula College. I have enclosed all receipts or documentation that itemize these expenses, in order to be reimbursed. I also certify that I have read and I understand the guidelines stated for reimbursement on the **reverse** side of this form.

While participating in or attending the activities listed above, I am not an agent or employee of Monterey Peninsula College.I agree to indemnify, defend, and hold harmless Monterey Peninsula College and its officers, agents and employees from and against any and all liability, loss expense (including reasonable attorneys' fees), or claims, however caused, arising out of or in any way related to my attendance or participation in the activities listed above.

APPROVAL:

_____
SIGNATURE OF CLAIMANT

_____
Nandita Sarkar, MATE Internship Coordinator

_____
Social Security Number

_____
Deidre Sullivan, MATE Center Director

GUIDELINES

ALLOWABLE EXPENSES (Reimbursement not to exceed $2700.)

1. Stipend of $500/wk or $71.43/day, whichever is less, for training activities during and related to the internship for MATE's at-sea interns. Other participants will be reimbursed according to the agreed upon rate.

The following expenses are only reimbursed if they are pre-approved by the MATE Center and original receipts are provided.

2. Transportation: most expeditious and economical available (e.g., airfare, bus fare, gas/tolls, or mileage at a set pre-arranged rate per mile for private auto).
3. Lodging cost of single room (including tax) or least expensive available if required during travel to internship site.
4. Other: luggage fees (one piece of luggage allowed per leg of travel), parking fees, toll fees, taxi or airport shuttle services if required and agreed upon prior to departure.

EXPENSES NOT ALLOWED

A. Cost of alcoholic beverages.
B. Cost of meals.
C. Lodging charges for other guests.
D. Expenses of a personal nature, i.e., telephone calls to friends or relatives, souvenirs, newspapers, magazines, etc.
E. Expenses that exceed pre-approved expense levels.
F. Personal auto expenses (washing, emergency repairs, tires, etc.).
G. Additional luggage charges for second piece of luggage or overweight charges.