

Instructions

Thank you for your interest in this Sourcewell program. We want to make this process as easy and seamless as possible, so we have a few recommendations before you begin.

- Download a copy of the document and open it in Adobe Acrobat Reader. This is standard software on most machines; however, if you don't already have this installed on your computer, you can obtain it for free at <https://get.adobe.com/reader/>.

This is **very important** because if you don't use Adobe Reader, but instead complete the document using an internet browser (Internet Explorer, Firefox, Chrome, etc.), you won't be able to save your work, digitally sign the form, or submit electronically.

- Once you have opened the document in Acrobat Reader, immediately 'Save As' from the 'File' menu on the upper left-hand corner. Save often as you work through the document.
- Review your document to ensure everything has been completed. When ready, submit to the Sourcewell contact as indicated.

Please take your time and don't hesitate to reach out if you have questions or concerns. We look forward to working with you!

Internship Reimbursement Request Form

FY 23-24

Complete this form to get reimbursed for an intern's wages. The program allows for the financial support of \$14 an hour, up to 640 hours, for the duration of the internship (up to 16 or 32 weeks depending on the intern's enrollment status).

Today's date:

Entity name:

Entity contact person:

Mailing address:

Intern name:

Internship start date:

Internship end date:

Hourly rate: \$

Total hours worked:

Reimbursement amount requested: \$

Submit completed reimbursement request forms and paystubs to community@sourcewell-mn.gov.
If you have not received Sourcewell funding in the last 12 months, you also must include a W9.