



## Internship Travel Request

Note: This form is for Recruitment  
Participants only

**EMAIL COMPLETED/SIGNED FORM TO:**  
smart@nps.edu  
Due no later than 1 March

**Policy Statement:** All Multi-Year Participants are required to complete Internships with their SF. Internships are required each year the award crosses a summer period. Internships must be between eight (8) and twelve (12) weeks unless the SF requests a different length. Participants must work with their SF to coordinate Internship start and end dates that are agreeable to the SF. Eligibility for Internship Support Payments is determined solely based upon the Participant's Academic Address. Participants whose Academic Address is 50 miles or more from the SF/Internship location, are eligible for Internship Support Payments. A Participant's Permanent Address is not taken into consideration when determining eligibility for Internship Support Payments. This Internship Travel Request is due no later than 1 March. Additional information can be found in the Participant Handbook.

### SECTION 1 – Participant Information

Name (LAST, First, MI):	Cohort Year:
Phone:	Email:
Sponsoring Service:	Sponsoring Facility:
Facility POC Name:	Facility POC Phone:
Facility POC Email:	

### SECTION 2 – Scholarship Award Information

Current Academic Institution:	City/State:
Degree Level Funded by SMART: <input type="checkbox"/> BS <input type="checkbox"/> BS/MS <input type="checkbox"/> MS <input type="checkbox"/> MS/PhD <input type="checkbox"/> PhD	Field of Study:
Degree Completion Date:	Degree Conferral Date:

### SECTION 3 –Location Information

Current Academic Institution:	
Academic Address Line 1:	
Academic Address Line 2:	
City/State:	Zipcode:
Sponsoring Facility:	
Sponsoring Facility Address Line 1:	
Sponsoring Facility Address Line 2:	
City/State:	Zipcode:

### SECTION 4 – Travel Dates

Last Day of School Before Internship:	Departure Date to SF:
Check-In Date at Hotel:	Check-Out Date at Hotel:
First Day at Sponsoring Facility:	Last Day at Sponsoring Facility:
Departure Date from SF:	First Day of School After Internship:
Do You Anticipate Internship-Related Travel Within Your Internship Period? <sup>*</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please list the dates and destinations.	

Note: \* – Travel during the internship must be approved by the SPO and is the financial responsibility of the Sponsoring Facility.

### SECTION 5 – Travel Arrangement Information

**Lodging -** Participants are free to choose their own lodging options during Internship periods. Participants may stay in hotels, apartments, studios, private homes, etc. It is the Participant's responsibility to live within the means afforded by the Internship Support Payments or Cash Award. Additional expenses will not be paid by the SPO.  
**Rental Car -** If using Hertz, the SMART Customer Discount Program (CDP) number is 1877925. Please be sure to present your CAC and provide this CDP. Using the CDP will allow ALL Participants to receive the government rate/discount, including Participants between 18 to 24 years old.

### SECTION 7 – Emergency Contact Information

Name:	Phone:
Relationship:	

### SECTION 8 – Internship Contact Information

Cell Phone Number:	Personal Email:
Work Phone:	Work Email:

### SECTION 9 –Academic Information

Are you currently on Academic Warning or Academic Probation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you anticipate that your current term GPA will be below 3.0?	<input type="checkbox"/> Yes <input type="checkbox"/> No

