

Internship Travel Policy
Rutgers Public History Internship and Rutgers General Internship
History Department, Rutgers-New Brunswick

1. Sites hosting interns are under no obligation to provide commutation expenses for travel to and from their office (“primary work site”) but may do so, especially in cases where the student has to travel a considerable distance, pay substantial tolls, or incur more than incidental fares for public transportation or parking.
2. Time spent commuting to and from the primary work site are *not* credited as internship hours.
3. When the host organization requests the student to travel to another location (“travel site”) such as to do research or attend an event, the host organization should provide travel expense reimbursement for such expenses as mileage, tolls, train or bus fare, parking, and reasonable meals. However, no travel reimbursement should be provided if the student is directed to travel to Rutgers-New Brunswick.
4. Overnight travel for internship-related work requires prior approval of the Rutgers History Department Internship Coordinator, even if the host organization pays the travel expenses.
5. If the host organization cannot reimburse the student for travel site expenses, the student has the right to decline the travel without negative impact on the intern’s end-of-semester performance evaluation submitted by the intern supervisor to the Internship Coordinator at the Rutgers History Department.
6. Time spent traveling to and from a travel site other than Rutgers-New Brunswick *is* credited as internship hours, as well as all hours spent working at the travel destination. Time spent doing internship work at Rutgers-New Brunswick is counted as internship hours.
7. Time spent by the intern at lunch at the travel site is *not* included in the internship hours.