

**Adobe Reader 8.0+ is required to complete this reporting form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



**★ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

## 1. Applicant Profile

Project #:	Host community/organization:
	Partner community/organization (if joint project):
Mailing address:	

## 2. Primary Contact Information

Primary contact (for this report):	Position/title:
Telephone:	Email:

## 3. Required Attachments

**Payroll records/summary or pay stub printed from your accounting or payroll software.**

- ★ *Must identify employee name and show year to date totals.*
- ★ *Must support the amounts entered in section 7: Project Spending.*

**If applicable: Proof of intern eligibility for housing allowance (ex. rent receipt, housing agreement, or otherwise).**

**Project ledger for all professional development, training, and travel expenses printed from your accounting software and copies of invoices.**

- ★ *Must support the amount entered in section 7: Project Spending (GST excluded).*

**Upon completion: final report from the intern with the first page signed off by the mentor.**

- ★ *This form is available on the [website](#).*

## 4. Intern Information

---

Intern name:	Intern job title:
Intern first day worked/paid:	Intern final day worked/paid (for this claim):

## 5. Progress Report

---

Describe the activities undertaken in the internship year relative to the work plan:

Evaluate the intern's competencies during the internship/on tasks assigned:

Evaluate the internship program and provide recommendations for program enhancements:

## 6. Interim/Final Claim

		Amount already received:
Is this your <b>interim</b> claim?	Is this your <b>final</b> claim?	\$
† If this is <b>not</b> your first claim, please enter the total amount previously received for this project from Northern Development:		

## 7. Project Spending

Expense item:	Actual spent to date (\$):
<b>Salary/wages</b>	\$
<b>Housing/rental allowance</b> <i>(if applicable)</i>	
<b>CPP, EI, and other benefits</b>	
<b>Professional development, training, and travel</b> † <i>Excluding GST</i>	
<b>TOTAL: \$</b>	
Identify the intern's professional development, training, and travel completed to date (supported by attached ledger and invoices/receipts):	

## 8. Authorization

I confirm that the information in this report is accurate, complete, and fairly presented.

I authorize Northern Development to make enquiries in order to verify the results reported.

I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary.

I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

Name (CAO, Manager, or equivalent): † Please type name.	Position/title:	Date:

## 9. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email to [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca).