

INTERN LOG *Sample*

Intern's Name:  
College and Professor's Name:  
Intern's Email:  
Intern's Phone:  
Home Address:

Intern's Project:  
LWV - Pasadena-Area Chair:

<u>Date</u>	<u>*Time</u>	<u>Activity</u>	<u>Location</u>	<u>**Comments</u>	<u>***Expenses</u>
<i>7/2/07</i>	<i>1:30</i>	<i>Online Research</i>	<i>Home</i>		
<i>7/5/07</i>	<i>2:30</i>	<i>Meeting with chair</i>	<i>LWVLA office</i>		<i>\$5 for parking</i>
<u>TOTAL TIME:</u> <i>4 hours</i>					<u>TOTAL EXPENSE:</u> <i>\$5</i>

Notes:

- \* List amount of time as shown above, e.g. 1 hour, 30 minutes = 1:30
- \*\* Identify focus of activity and sources, e.g. websites, if applicable
- \*\*\* List cost and purpose. Any cost exceeding \$10.00 must be pre-approved for reimbursement.