Word & Service Internship Financial Worksheet

Expenses	Payable to	Amount
Administrative Fee Onetime fee	Wartburg	$1,000
Stipend* $2000 per month, minimum	Intern	$12,000
Housing and Utilities** Varies based on location and household size. $900-2000+/month		
FICA FICA based on the total value of the stipend plus housing provided	IRS	
Work expenses Based on approved expenses incurred for intern's work	Intern	
Synod Assembly, Theological Conference, Internship Clusters Varies with location and length of assignment. Amount listed is an estimation.		$750
Travel Reimbursement*** Automobile expenses incurred in performance of assigned duties. Suggested at IRS Guidelines. Will vary per context.	Intern	
Housing – Moving Expenses Only if unfurnished or partially furnished housing is provided		
Optional Expenses		
Intern's share of FICA**** Based on the total value of the stipend and the housing provided to the intern	IRS	
Travel and Accommodation Expenses If the site desires that the intern visit prior to the start of the internship for purposes of orientation and introduction		
Renter's Insurance		
Estimated Total		

*For anything less than a full-time internship, the stipend would be adjusted accordingly to reflect part-time status.

**For geographically restricted internships, housing is often not needed. Utilities are defined to include garbage, water/sewer, electricity, gas & internet.

***Mileage reimbursement does NOT include travel between the intern's home and the internship site.

****So that the intern receives the full value of their stipend, we invite internship sites to consider paying the intern's share of FICA taxes. Please consult with an accounting or tax professional to determine best practices in your context.

Students are responsible for their academic tuition & fees during internship.