

Fieldwork Placement Travel Allowance

Students may be placed in community or private practice settings where a car is required. Given the additional costs that can be incurred in these practice settings, students are eligible to apply for a travel allowance.

Eligibility Criteria:

- Students are eligible for a car allowance if the fieldwork placement site within the University of Toronto catchment area specifies in the fieldwork description that the student **'requires'** a vehicle for travel during the placement.
- Eligible mileage includes trips from home directly to client, from facility to client, from client to facility, and from client to client. Trips from home to facility or from client to home or facility to home are **NOT** eligible.
- **Maximum** allowance available for each fieldwork block is as follows:
 - Introductory Fieldwork Experience: N/A
 - Fieldwork 1 and Fieldwork 3: \$400 per fieldwork block
 - Fieldwork 2 and Fieldwork 4: \$500 per fieldwork block

Process:

- Student completes a **"Travel Allowance Request Form"** (see Appendix I) and submit this form to the Fieldwork Administrative Assistant for approval at least three weeks prior to the start of placement.
- Once the placement is complete, the student then submits to the Fieldwork Administrative Assistant, either / both of the following, as applicable:
 - Mileage Record:
 - A log of Google Maps, which indicate a calculation of the daily mileage incurred for fieldwork related travel. Please note the maximum allowance, even if additional mileage is calculated.
 - Receipts for gas are not accepted. The Google Maps mileage calculator is the only acceptable tool to use / submit for reimbursement.
 - Parking:
 - Original Receipts for fieldwork-related parking
- Student then completes a supplementary form that is provided by the Fieldwork Administrative Assistant at that time.

Note: The Travel Allowance reimbursement is provided only after submission of all necessary receipts and forms. For further information or clarification regarding the Travel Allowance, please see the Fieldwork Administrative Assistant.

(Form on next page)

Travel Allowance Request Form

Name of student: _____

Student Number: _____ Student SIN: _____

Student Email: _____

Home Mailing Address: _____

Fieldwork Course and Dates: _____

Name of Assigned Placement Facility: _____

I ensure that the placement description indicates that a car is **required**

Student signature: _____ Date requested: _____

Completed application reviewed by Fieldwork Administrative Assistant:

Date: _____ Maximum Amount Allowed: _____

Approved by Director of Clinical Education: _____

BUSINESS OFFICE USE ONLY

Signature: _____ Date of Processing: _____

***Once placement is complete, student submits original receipts to the
Fieldwork Administration Office***