

TRAVEL/RE-LOCATION ALLOWANCE INFORMATION and APPLICATION

Using this application form, students can apply for the MScOT Clinical Education Travel/Re-location Allowance.

Please submit the completed forms, with receipts, to ot.clined@utoronto.ca

This supplemental and discretionary funding aims to support students in making use of high- quality clinical experiences where additional travel to interact with clients is required OR is located outside the city of Toronto but within the OS&OT catchment areas. This allowance is to assist students with **ADDITIONAL** residence/accommodation and travel expenses related to fieldwork placements.

Travel & Re-location Allowance Important Information:

- These funds apply to fieldwork placements only, including the Introduction to Fieldwork, experience.
- The Department cannot guarantee funding.
- Students can apply for a **maximum of \$400 per Fieldwork 1 and Fieldwork 3 application** and a **maximum of \$500 per Fieldwork 2 and Fieldwork 4 application**.
- Students can apply for this supplement a maximum of 3 times in the program.
- This allowance will not pay for a student to (i) live at home (ii) travel to their home area for a fieldwork placement or (iii) participate in a placement in northern Ontario. We are unable to reimburse family members (e.g., siblings, aunts, uncles, cousins) for hosting you outside of the Greater Toronto Area (GTA).
- Travel to the placement must originate in the GTA; specifically, within our catchment area: York region (excluding Georgina and East Gwillimbury), Peel region (excluding Caledon), City of Toronto, and Durham region (excluding Uxbridge, Brock, Clarington, Scugog, and Oshawa).
- If a student is sharing accommodation and/or travel with another student, please indicate this on your application form. The allowance will be allocated accordingly. Failure to do so will result in no distribution of funds.
- Students must take care to make reasonable transportation and accommodation arrangements.



- Students will be required to attach official receipts to be eligible for the allowance (i.e., rental receipts, gas receipts).
- The allowance will be awarded based on **additional** expenses incurred for travel **or** accommodation (not both) due to either
 - i) the placement requires a car, or
 - ii) the location of the assigned placement (e.g., a UTM student living in Brampton is assigned to a placement in Whitby and determines it is reasonable to relocate for 1 to 2 months)
- The allowance can be used for either transportation costs or accommodation, not both.
- Gas will be reimbursed with the following calculations: distance in km for the duration of the placement / efficient car gas consumption rate (pre-determined as 12 km/litre) * average price of gas (from your submitted receipts or publicly available gas price websites)
- Students cannot apply for expenses that have been covered by other grants or programs (e.g., NOSM, Professional Master's Bursary).

Priority will be given in the following order:

1. Students assigned to placements which require a car to interact with clients.
2. Students who incur two accommodation costs (e.g., rent within Toronto/GTA and rent outside Toronto during a required clinical placement. Note: this does not include out-of-catchment placements, which are optional to participate in)
3. Students doing a placement within the UT catchment area that requires commuting costs for more than two transportation systems (e.g., Go Transit + Brampton Transit)

This application form must be **submitted by the first Monday following completion of the clinical placement.**



**MScOT Clinical Education Travel & Re-location Allowance
Application Form**

All applications are reviewed by the MScOT Graduate Student Funding Bursary Committee.

For office use only:			
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount:
First name:	Click or tap here to enter text.	Last name:	Click or tap here to enter text.
		Student #	Click or tap here to enter text.
PLACEMENT INFORMATION:			
Placement Dates:	Click or tap here to enter text.		
Course:	Click or tap here to enter text.		
Facility:	Click or tap here to enter text.		
Location:	Click or tap here to enter text.		
Designation of Placement:	<input type="checkbox"/> Car required <input type="checkbox"/> Travel required <input type="checkbox"/> Other: Click here to enter text.		
YOUR INFORMATION:			
Permanent Address:	Click or tap here to enter text.		
Address while at UT:	Click or tap here to enter text.		
Address while on Placement:	Click or tap here to enter text.		
Did you share travel and/or accommodation with another MScOT student during this placement?	<input type="checkbox"/> No, I am claiming the full amount <input type="checkbox"/> Yes, and I am claiming a fraction of the amount <input type="checkbox"/> Claiming ½ the expenses <input type="checkbox"/> Claiming Click to enter fraction the expenses Other student(s) name(s): Click or tap here to enter text.		

EXPENSE DETAILS (you may submit accommodation <u>OR</u> travel costs, not both)			
Accommodation Costs:			
Funding requested for accommodation expenses.	\$ Click or tap here to enter text.		
Receipt(s) provided:	<input type="checkbox"/> Yes		
Request for car reimbursement: PROOF MUST BE PROVIDED (Please attach Google directions and mileage tracking spreadsheet of driving distances, see attached sample)			
Total kms for commute to first client and between clients (do not include commute home):	_____		
Divided by 12 km / litre	/ 12 = _____ litres		
Multiplied by average price of gas for the month*	* \$ _____ = _____ = maximum reimbursement amount to be requested		
Factoring ride sharing	If you traveled with (an)other student(s), divide by the # of students traveling together = _____		
Total Funding Requested for this placement (please include total cost to student even if above maximum allowed)	\$Click or tap here to enter text.		
Please indicate the amount of previous A&T Supplement you have received for previous fieldwork	\$Click or tap here to enter text.		
Public Transportation Costs to Reach Placement Location, when accessing more than one transit system: (Please attach Google transportation directions by public transit.)			
Please specify the transit system and cost per transit system to commute to the placement site: (e.g., Monthly pass, or daily amount * # of days)	System: Click or tap here to enter text. Monthly pass cost: Click or tap here to enter text. Daily Cost: Click or tap here to enter text.	System: Click or tap here to enter text. Monthly pass cost: Click or tap here to enter text. Daily Cost: Click or tap here to enter text.	System: Click or tap here to enter text. Monthly pass cost: Click or tap here to enter text. Daily Cost: Click or tap here to enter text.
Receipt(s) provided:	<input type="checkbox"/> Yes		

DECLARATION

I certify that to the best of my knowledge, the above information is true and correct. I understand that if any information is found to be untrue, this application may be cancelled and any money received as a result of it will have to be returned.

Date:	Click or tap to enter a date.
Signature of Student:	Click or tap here to enter text.

Please indicate:

<input type="checkbox"/> I will pick up the cheque at 500 University Avenue 9 th Floor, Fieldwork Administrator, during regular business hours (a signature will be required)	<input type="checkbox"/> Please mail the cheque to this address: Click or tap here to enter text.
	Click or tap here to enter text.
	Click or tap here to enter text.
	Click or tap here to enter text.
	Click or tap here to enter text.

*gas prices can be calculated by averaging the gas price from your receipts or the following websites:

<http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/econ152h-eng.htm>

<http://www.torontogasprices.com/Retail Price Chart.aspx>

we will use the lower average for the calculations