

International Fieldwork Travel Allowance

The International Fieldwork Travel Allowance is available to support students who are engaging in international fieldwork placements during Fieldwork 2, Fieldwork 3, or Fieldwork 4. Each student participating in an international fieldwork placement will be given up to \$1000 regardless of whether the placement is an exchange, student-initiated, or an International Centre for Disability and Rehabilitation (ICDR) placement. Allowable expenses include airfare to and from the placement destination, accommodations while on placement (not including food) and preceptor fees if applicable, up to a maximum of \$1000.

The eligibility criteria for this international fieldwork travel allowance are as follows:

- The student must be approved by the International Fieldwork Coordinator to undertake this placement
- The student must submit the international fieldwork application, including reference letters.
- The student must meet all preparation requirements, e.g. attend the mandatory Safety Abroad meeting and any other mandatory meetings.
- The student's fieldwork site must have a valid Placement Agreement with the University of Toronto

Process

- At least one month prior to the beginning of the placement, students must complete an "International Fieldwork Travel Allowance Request Form" and submit the completed form to the Fieldwork Administrative Assistant for approval by the International Fieldwork Coordinator.
- The only expense that can be reimbursed ahead of the placement is airfare, which can be submitted once paid if accompanied by the original receipt and proof of payment, e.g. credit card bill payment. All other expenses, if eligible, are reimbursed weeks after the placement is completed and all paper work is received. Once your placement is completed and have all the paperwork, you will need to fill out a Reimbursement Form, which you can get it from the Administrative Assistant. **Please note that it takes several weeks for travel allowance applications to be processed by the university and a cheque for the student to be cut.**
- If expenses/receipts total more than the maximum \$1000 allowance, students will not normally receive any extra payment. However, all students should keep all applicable receipts from their placement and submit these to the international fieldwork coordinator after placement is complete as some students may be eligible for an additional allowance above the \$1000 based on unique circumstances.
- Students travelling to ICDR countries will receive an additional amount (above the \$1000 Department of OS&OT Travel Allowance) which varies depending on the number of students involved in ICDR placements. The amount is usually between \$200 and \$300. No additional paperwork is required for this additional ICDR allowance. The International Fieldwork Coordinator arranges for the ICDR cheques. Once available, the cheques are distributed by the Fieldwork Administrative Assistant to applicable students who confirm receipt by signature.
- If the student is unable to complete the placement due to reasons within the student's control, then any International Fieldwork Travel Allowance funds they given ahead of the placement start date must be returned to the department.
- When claiming airfare, original receipts are **required**, in addition to a copy of your credit card statement and flight itinerary.

International Fieldwork Travel Allowance Request Form

Name of student: _____

Student Number: _____

Student Email: _____

Home Mailing Address: _____

Fieldwork Course and Dates: _____

Name of Assigned Placement Facility and Country: _____

- This is an International Centre for Disability and Rehabilitation (ICDR) Placement
- This is **NOT** an International Centre for Disability and Rehabilitation (ICDR) Placement

Expenses Claimed:

Allowable Expense	Amount (Receipts must be attached)
Airfare	
Accommodation (not including food)	
Preceptor Fee	

Student Affirmation:

- I have completed all required preparation for this placement (e.g. attended Safety Abroad, submitted the International Fieldwork Application with reference letters, etc.)
- I affirm that all expenses submitted were incurred directly for the placement and during the placement period and fit the allowable categories of airfare, accommodation, and preceptor fees.
- Included with this application, I am submitting receipts for all expenses listed above.

Student signature: _____ Date: _____

.....

Completed application reviewed by Fieldwork Admin Assistant: _____ Date: _____

Approved by International Fieldwork Coordinator: _____ Date: _____

BUSINESS OFFICE USE ONLY	
Signature: _____	Date of Processing: _____