Fieldwork Placement Travel Allowance

In the past, students have indicated that it is challenging to participate in the fieldwork placements outlined below due to the increased costs that are incurred during the placement;

- Community fieldwork placements that require a vehicle for travel throughout the placement and
- Placements that are on the border of the University of Toronto catchment area (York, Peel, and Durham Regions).

The Fieldwork Placement Travel Allowance was developed to respond to these travel expenses and increase student participation in these placements. The eligibility criteria for the fieldwork travel allowance are as follows:

- **Car Allowance**: 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. 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

- **Transit Allowance**: Students are eligible for a travel allowance for a fieldwork placement where they will incur the cost of two transit fees to reach a placement site on the border of the U of T catchment area. Students may be eligible for up to $225.00/placement depending on the length of the placement. Eligible placement sites include facilities in Brampton, Oakville, Mississauga, York Region, Southlake, Markham, Ajax-Pickering and Whitby. Placement sites in other areas in the U of T catchment area do not qualify for this Allowance. Students living in the area of an eligible placement facility may still be placed at that facility but will not qualify for the Allowance if they do not incur two transit fares to get to the facility. Maximum allowance available for each fieldwork block is as follows:
  - Introductory Fieldwork Experience: N/A
  - Fieldwork 1 and Fieldwork 3: $200 per fieldwork block
  - Fieldwork 2 and Fieldwork 4: $250 per fieldwork block

**Process**

- **Car Allowance**: Students must complete a “Travel Allowance Request Form” (see Appendix I) to request a car allowance and submit this form to the Fieldwork Administrative Assistant for approval three weeks prior to the start of placement. Once placement is completed, students must submit a log of Google Maps that shows calculation of daily mileage and/or parking receipts to the Fieldwork Administrator. Students will then complete a second form that will be given to them at that time. Please note, even if mileage calculation is more than the maximum allowance as listed above, students will not receive any extra payment.
  - 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.
  - To clarify, gas receipts are not to be submitted. Google Maps mileage is the only thing used to calculate amount of re-imbursement based on mileage.
  - Original receipts for parking costs can be submitted.
• **Transit Allowance**: Students must complete the “Travel Allowance Request Form” (see Appendix I) to request a Transit Allowance and submit this form to the Fieldwork Administrative Assistant for approval three weeks prior to the start of placement. Once placement is completed, students must submit all original transit receipts related to travel costs to the Fieldwork Administrator. Please note, even if transit receipts total more than the maximum allowance as listed above, students will not receive any extra payment.

Please note that Car and Transit Allowance will be distributed after submission of all necessary receipts and completion of all forms.

For further information or clarification regarding the Travel Allowance, please see the Fieldwork Administrator.

(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: ______________________________________________________

Check applicable allowance below:

☐ Car allowance  (Placement description must say car is ‘REQUIRED’)

☐ Transit allowance  ▪ Address of student’s living accommodations at time of placement (if different from above)

____________________________________________________________________________________

Student signature: _____________________________ Date requested: __________________________

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Completed application reviewed by FW Admin Assistant:  ______________________________________

Date: __________________________   Maximum Amount Allowed: _____________________________

Approved by Director of Clinical Education: _____________________________________________

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BUSINESS OFFICE USE ONLY

Signature: _____________________________   Date of Processing: __________________________

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Once placement is over, submit original receipts to the Fieldwork Office (Room 987)