Fieldwork Placement Travel Allowance

Students who are placed in community sites where there is a requirement for a car, are eligible to apply for a travel allowance.

The eligibility criteria are as follows:
Students are eligible for a travel 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

Process
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.**

Please note that **Transit Allowances 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: __________________________

Completed application reviewed by FW Admin Assistant:  ______________________________________

Date: __________________________   Maximum Amount Allowed: _____________________________

Approved by Director of Clinical Education: _____________________________________________

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

BUSINESS OFFICE USE ONLY

Signature: _____________________________   Date of Processing: __________________________

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