

Student Teacher Practicum Expenses Guidelines 2021-2022

1. EDU 228/229 Reflective Practicum

Travel expenses: **Only pre-authorized** travel expenses are permitted. Carpool drivers will be reimbursed according to the School of Education's **Travel Claim Grid Form****. Each passenger is expected to pay the driver .05 cents per kilometer to a maximum of \$6.00 per day (trip).

Claims must be submitted to the PTO by **December 17, 2021** and/or **April 15, 2022**.

2. EDU 328/329 Professional Practice Practicum

Travel expenses: **Only pre-authorized** travel expenses are permitted. Carpool drivers will be reimbursed according to the School of Education's **Travel Claim Grid Form****. Each passenger is expected to pay the driver .05 cents a kilometer to a maximum of \$6.00 per day (trip). Bus passes will be reimbursed only for expenses over and above \$6.00 per day. *Receipts are required.*

Students requesting a placement in their home community outside the Eastern Townships, however, will not be reimbursed for their travel to and from their home at the start and end of the practicum.

Pre-authorized Accommodation: A second accommodation is paid at a rate of \$60 per week, *in exceptional circumstances*. No food expenses are included.

*No reimbursements are provided for students living with family.

Proof required: original signed receipt from the landlord; proof of second rent (e.g. copy of lease). Claim must be **pre-authorized**.

Claims must be submitted by **April 22, 2022**.

3. EDU 428/429 Internship Practicum (including Internship of 13 weeks, & November host school visit)

Travel expenses: **Only pre-authorized** travel expenses are permitted. Carpool drivers will be reimbursed according to the School of Education's **Travel Claim Grid Form****. Each passenger is expected to pay the driver .05 cents a kilometer to a maximum of \$6.00 per day (trip).

Bus passes will be reimbursed only for expenses over and above \$6.00 per day. Receipts are required.

Students requesting a placement in their home community outside the Eastern Townships, however, will not be reimbursed for their travel to and from their home at the beginning and end of the practicum.

Pre-authorized Accommodation: A second accommodation is paid at a rate of \$60 per week, *in exceptional circumstances*. No food expenses are included.

*No reimbursements are provided for students living with family.

Proof required: original signed receipt from the landlord; proof of second rent (e.g., copy of lease.) Claims must be **pre-authorized**.

Claims must be submitted by **April 22, 2022**.

4. General Information

- (i) Only **pre-authorized** expenses are permitted.
- (ii) All reimbursements require **receipts**.
- (iii) All expense claims must be signed by the Student Teacher.
- (iv) If a Student Teacher is carpooling with a teacher already employed at the school, the Student Teacher is not eligible for expense claims.

**Please note that rates may be subject to revision.*

***A copy of the Travel Claim Grid can be found under the Resources & Forms section of the Practicum web page*