

Agency-Imposed Student Expenses

If a placement agency has an expectation that students will take on expenses that the agency will NOT be reimbursing them for, this should be made explicit to the Field Education Coordinator during the matching process AND to the student during the interview/confirmation meeting. If this is not done, a student will not be expected to incur those expenses and may choose to be matched with a different placement site.

Students are expected to pay their own transportation costs to and from their placement agency. Agencies are expected to pay transportation costs (mileage) in connection with placement assignments, such as transport of clients or use of an agency vehicle (gasoline). Students may not count commuting miles to/from their home to their placement as reimbursable.

If the student chooses to use their own vehicle for transportation of clients or in connection with placement assignments, the student is required to carry the level of automobile insurance coverage deemed appropriate by the placement site, which may incur an expense. If this is the case, students should contact their automobile insurance carrier about coverage.

There may also be a cost associated with the completion of required criminal record checks (see the "Criminal Records" policy on the UVM Department of Social Work [Field Education website](#)). This cost may be covered by the agency, or the agency may require the student to pay this fee.