December 2016 Externship Handout #4
Financial Travel Assistance & Housing

FINANCIAL TRAVEL ASSISTANCE

Financial assistance will be available to students with demonstrated financial need for travel to and from the externship city, as well as for daily commuting to and from the externship site. Financial need is determined by the Carleton Student Financial Services Office. Financial assistance will be awarded on a sliding scale, between 40% and 95%, based on financial need, with a maximum of $600 offered to any one student. (Receipts are required for all expense reimbursements except for travel by car, which is reimbursed on a per mile basis.)

Pre-Application Financial Travel Assistance Eligibility. Students who want to find out their eligibility for receiving financial travel assistance can simply send an email to externships@carleton.edu requesting this information. We will respond with the percentage at which you would be reimbursed: 40%, 50%, 75%, 85% or 95%.

Formal Financial Travel Assistance Application. AFTER you have been offered an externship and have accepted it, you can formally apply for financial assistance by filling in and submitting an estimate of your budget using our online Externship Financial Assistance for Travel: Application Form. (Link is also at the top of the Career Center home page).

Travel expenses eligible for reimbursement are as follows:

- Round trip airline or bus tickets from the student’s home city to the externship city and back. Students departing from Minneapolis for their externship, but return to their home in a different city can only be reimbursed for the cost of a round-trip flight to and from Minneapolis.
- Travel to the externship city and back by car is reimbursed on a per mile basis at $0.14/mile (or whatever the current college rate for students is at the time). This per mile reimbursement covers both gas and tolls.
- Public transportation for commuting to and from the externship site each day.

Typical travel expenses NOT eligible for reimbursement are as follows:

- Hotel costs for student and/or parent(s) driving to and from externship city
- Food costs for student and/or parent(s) driving to and from externship city

Students with the highest financial need for whom participation in the externship program would cause their families financial hardship even at the 95% reimbursement level are encouraged to speak with Brian Murphy or Ashley Belisle in the Career Center.
Students who have a high financial need can request reimbursement for their airline ticket at the time of purchase; all others should wait until they return from their externship in December and submit their airline ticket along with any additional receipts for public transportation. *It may take up to two weeks for the business office to process a reimbursement.*

**Housing**

If your externship does not come with housing provided by your host, you will need to take the initiative in finding a place to stay during your externship. You should first check with relatives, friends, friends of friends, etc. to see if anyone living in the city where your externship will be can provide housing for you. The Career Center will also provide support and guidance in your housing search, which involves reaching out through the Carleton network to alums, parents, and friends of the college. *Externs who anticipate needing housing should visit the Career Center as soon as possible after accepting their externship offer.*

If the student finds housing within the Carleton network and by using Career Center resources, it is the student’s responsibility to contact that host and determine if the housing situation will be an acceptable one. The Career Center does not screen a particular housing situation for a particular student, and cannot vouch for any housing situation or assume any risks or liability for injury or loss associated with any site.

Once you have secured housing for your externship (and this includes if your externship came with housing) please follow this link to complete our "Externship Housing Information Form." If the externship host does provide housing along with the externship, or if the student finds a housing host within the Carleton network and by using Career Center resources, it is the student’s responsibility to contact that host and determine if the housing situation will be an acceptable one. The student is strongly urged to have a conversation with the potential housing host: by phone, by Skype, or in person if the location allows, in order to help determine if a particular household is a good fit for you. The Career Center does not screen a particular housing situation for a particular student, and cannot vouch for any housing situation or assume any risks or liability for injury or loss associated with any site.