



SECTION ONE: ACCOUNTING DETAILS

Name and Address of Payee (please print clearly)

Name

Address

City / Province _____ **Postal Code** _____

Shaded Areas for Learner Completion

Date Prepared

ROTATION DETAILS

Rotation Dates: From: _____ to _____

Community: _____ **Current University & Campus:** _____

Preceptor(s): _____

Primary Preceptor Preceptor 2 Preceptor 3

EXPENSE DETAILS

*For allowable expenses, please refer to the **Travel and Accommodation Policy** on the website: <http://www.romponline.com/medical/Accommodations.cfm>*

			TOTAL EXPENSES	
			Cdn. \$	HST Charged
Accommodation (where you lived while on rotation)	Claiming Accommodations?			
_____	Yes _____ No _____			
Address				

City	If yes, rental amount: →	_____		
Commute (claiming daily commute from above address* in lieu of claiming accommodations)				
_____	_____	_____		
Distance per day (km)	Number of Days	Total km		
		@ \$0.40/km: →	_____	
<small>*Please note that commute must exceed 35 km one way, as per ROMP policy</small>				
Travel (all funded rotations are eligible for one round trip per rotation)		Round Trip km: →	_____	
Round trip kilometers are based on predetermined distances found on ROMP website: www.romponline.com/common/ROMPTravel.cfm		Round Trip Amount: →	_____	
		Total Expenses : →	_____	

Payment Options: McMaster Cheque. Please Complete Section Below

MAILING INSTRUCTIONS

Mail Cheque Addressed Envelope Attached

Cheque Identification - to be printed on the Cheque stub. Limit 24 characters

ROMP Rotation _____

Travel Services Authorization

SECTION TWO: DECLARATION

Paulette Kennedy (705) 445 - 7667 ROMP

Department Contact Telephone Number Date Department

ROMP Use Only

Evaluation Completed

Rotation schedule Received

Declaration By Claimant:
By signing this document, I confirm that the above information is accurate and in accordance with the ROMP Travel and Accommodation Policies.

X _____

Signature of Claimant Printed Name Telephone and E-mail Address

Please note that ROMP will not process any rotation funding until we receive a completed copy of your rotation evaluation and calendar of academic activity. All documents must be submitted within 60 days of the final day of the rotation.