



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 <i>(where you lived while on rotation)</i>	Claiming Accommodations?		
_____	Yes _____ No _____		
Address			

City	If yes, rental amount: →	_____	
Commute <i>(claiming daily commute from above address* in lieu of claiming accommodations)</i>			
_____	_____	_____	
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 <i>(all funded rotations are eligible for one round trip per rotation)</i>			
Round trip kilometers are based on predetermined distances found on ROMP website: www.romponline.com/common/ROMPTravel.cfm		Round Trip km: →	_____
		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.