



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) Address: _____ City: _____ Claiming Accommodations? Yes _____ No _____ 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: _____ @ \$0.47/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 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

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.

ROMP Use Only

Evaluation Completed

Rotation schedule Received

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 education activity. All documents must be submitted within 60 days of the final day of the rotation.