



# Rural Ontario Medical Program

Rotation Expense Report  
CLERK

## SECTION ONE: ACCOUNTING DETAILS

Name and Address of Payee (please print clearly)

Name

Address

Apartment/Suite Number

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: <https://romponline.com/travel-and-accommodation-policy/>

### TOTAL EXPENSES

Cdn. \$ HST Charged

**Accommodation** (where you lived while on rotation)

Address

City

**Claiming Accommodations?**

Yes No

\*receipt required

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

@ \$0.70/km: →

\*Please note that commute must exceed 35km one way, as per ROMP policy

**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: <https://romponline.com/romp-distance-calculator/>

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 & Accommodation Policies, and I am not claiming rotation funding from any other source.

X Signature of Claimant Printed Name Telephone and E-mail Address

### ROMP Use Only

Evaluation Completed ☐

Rotation Schedule Received ☐

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.