



REQUEST FOR TRAVEL REIMBURSEMENT

Complete and return to: Regional Education
 School of Medicine
 Room F412 Mackintosh-Corry Hall
 Queen's University
 Kingston, ON K7L 3N6

Directions to Regional Education Office: Enter through the main doors of Richardson Hall off University Avenue. Pass through the 2nd set of doors and go straight up the staircase. Directly ahead you will follow the hallway on your left hand side all the way through the breezeway that connects to Mackintosh-Corry Hall. The Regional Education office is the 2nd door on the right hand side (Room F412).

NAME: _____

STUDENT #: _____ SIN #: _____

DISCIPLINE: _____ BIRTH DATE: _____

START DATE: _____ END DATE: _____

LOCATION: Peterborough Oshawa
 Belleville Brockville
 Ottawa Markham

Other: _____

If you wish to pick up your cheque at the Regional Education office – Room F412 Mackintosh-Corry Hall please indicate here Please allow 4 to 6 weeks for receipt of this travel allowance.

MAILING ADDRESS: _____

NOTE: The cost of 1 return trip for each completed two-week period is available for reimbursement. Amounts according to community location are listed on the Regional Education Webpage. <http://meds.queensu.ca/regionaled>. Please retain your expenditure receipts for travel.