



## TUSOM Away Rotation Expense Adjustment Request Form

This form is to be used by fourth year medical students seeking reimbursement of expenses associated with away rotations. Students may find that there are additional or unexpected expenses associated with clinical education. These expenses may include costs such as transportation to and from the clinical site as well as housing.

In many cases, the standard estimated cost of attendance for the term will cover these additional expenses and students find that they do not need to request additional funding. In cases where a student's expenses exceed the standard allowances in the cost of attendance, the student may appeal to the Office of Financial Aid for additional funding. ***A student may only receive additional cost of living funding for up to 12-weeks of away rotations. Away rotation funding is reimbursed after expenses are incurred.***

Upload completed forms and documentation using our secure upload feature:

<https://financialaid.tulane.edu/forms>

1. A copy of the APPROVED **Away Approval Form** document found in emedley.
2. Students must submit paid, itemized receipts for all travel-related costs such as airfare, rental cars, shuttles, taxis, and lodging. Estimates cannot be accepted, and credit card or bank statements are not considered valid proof of payment.
3. Signed Away Rotation Expense Adjustment Request Form

CERTIFICATION: I certify that funds received are for my required away rotations only. I certify that the information submitted on this request is true and accurate. I understand that misrepresentation of information on this form may be reason for cancellation and repayment of financial aid.

NAME: \_\_\_\_\_

TULANE ID NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_