THE COLLEGE OF
WOOSTER

To: Lisa A. Crawford, Academic Budget and Data Analyst
Office of the Provost

From: _____
Name and Campus Box

Date: _____ (due by April 1, 2012)

Subject: Copeland I. S. Award Expense Sheet

Please see the attached report for a detailed explanation of the use of my grant. Listed below are expenses incurred for my Independent Study project (receipts must be attached).

Items/Services Purchased (Attach Additional Sheets as Necessary)	Cost (in US Dollars)

Mileage_____(Reimbursed at the current IRS approved rate of $0.555 per mile for the first 100 miles, $0.14 per mile thereafter)

Total expenses _____

Please turn in all forms, receipts, summary, and direct all reimbursement questions to Lisa A. Crawford in the Office of the Provost—Galpin Hall 109.