W

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

From: _____
Name and Campus Box

Date: _____ (due by April 11, 2018)

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)

Personal Car Mileage-Use when driving your own vehicle_____ (Reimbursed at the current IRS approved rate of $0.535 per mile for the first 150 miles, $0.30 per mile thereafter) Please include a Mapquest print out of your beginning and ending locations.

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 112.