

THE COLLEGE OF
WOOSTER

To: Jessica Martin, Academic Budget and Data Analyst
Office of the Provost

From: _____
Name and Campus Box

Date: _____ (due by September 5, 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 USDollars)

Personal Car Mileage-Use when driving your own vehicle _____ (Reimbursed at the current IRS approved rate of \$0.545 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
Jessica Martin in the Office of the Provost—Galpin Hall 112.