

To:	Lisa A. Crawford, Academic Budget and Data Analyst Office of the Provost	
From:		
	Name and Campus Box	
Date:	(due by September 7, 2015)	
Subject:	Copeland I. S. Award Expense Sheet	
	e the attached report for a detailed explanation of the use of ses incurred for my Independent Study project (receipts mu	• 0
Items/Se	rvices Purchased (Attach Additional Sheets as Necessary)	Cost (in US Dollars)
current IRS	Car Mileage-Use when driving your own vehicleapproved rate of \$0.555 per mile for the first 150 miles, \$0.30 per mile the print out of your beginning and ending locations.	(Reimbursed at the hereafter) Please include a
	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.