

**Consortium of Liberal Arts Schools and Independent Colleges
(CLASIC)**

Program Follow-Up Report

CLASIC Event Date: _____

Hosting School: _____

INCOME:

Number of CLASIC participants: _____

@ \$_____ per person = \$ _____

Number of other participants: _____

@ \$_____ per person = \$ _____

Other \$ from _____ = \$ _____

Amount of \$ received: \$ _____

EXPENSES:

Total amount of Expenses

(food, room/set-up, equipment,
promotion and other):

Amount of \$ Expended: \$ _____

Over(+) / Under (-): \$ _____

[Returned to CLASIC Reimbursement Requested Overage Kept]

(Any surplus over \$50 is to be returned to CLASIC; any shortage greater than \$50 will be reimbursed to hosting school by CLASIC. If requesting reimbursement, please provide documentation for all expenditures)

Please email or fax report to Rick Wahler, Treasurer. Use US Mail if documentation is attached for reimbursement or a check is enclosed (checks payable to CLASIC).

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Please also attach a list of institutions attending and a count of people from each institution