

# Excused Attendance Voucher

In order to be recorded excused on all of the official attendance logs please fill out the following and have each party sign acknowledging that your absence was correctly recorded.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Reason for Absence:

## For Executive Approving Officer Only:

Name of Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Did the Member contact you prior to the meeting: \_\_\_\_\_

Approval (Y/N) \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_

If not, why?

Coded (Circle One): U - Unexcused E- Excused /U -  
1/2 Absence, Unexcused /E - 1/2 Absence, Excused

## Required Signatures:

**By signing below the parties agree that the Member's absence has been properly approved and recorded.**

\_\_\_\_\_  
SGA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chair (Required for committee meeting absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rules Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assembly Clerk

\_\_\_\_\_  
Date