

Senate 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 Senator 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 Senator's absence has been properly approved and recorded.

Executive V.P.

Date

Committee Chair (Required for committee meeting absence)

Date

Rules Committee

Date

Senate Clerk

Date