

# Missed Class / Classes Report

If you know that you will be missing a class(es) in order to attend a conference or other similar commitment, please send an electronic copy of this report to your dean before the absence (if possible) so that he/she will know where you are if any student, parent, colleague, or administrator happens to be looking for you.

**Name** \_\_\_\_\_ **Emergency Number** \_\_\_\_\_

**Reason for absence (Name of conference):**

\_\_\_\_\_

**Location** \_\_\_\_\_

**Dates you will be off campus** \_\_\_\_\_

**If you were a presenter, list the name of the paper/presentation:**

\_\_\_\_\_

**If applicable, are you attending because you are an officer or committee?** \_\_\_\_\_

**If so, what is your position in this organization?** \_\_\_\_\_

**What is the number of the Purchase Order that was submitted?** \_\_\_\_\_

**Amount** \_\_\_\_\_ **Date Approved** \_\_\_\_\_ **Budget Code** \_\_\_\_\_

**Indicate the method you will use to cover your expenses:**

\_\_\_\_\_ **College Credit Card**

\_\_\_\_\_ **Departmental Credit Card**

\_\_\_\_\_ **NGU Credit Card**

\_\_\_\_\_ **Personal Credit Card**

\_\_\_\_\_ **Check**

\_\_\_\_\_ **Cash Reimbursement (Form and Receipts Needed)**

\_\_\_\_\_ **Check Issued by NGU Business Office**