

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**