

BOWLING GREEN STATE UNIVERSITY
COLLEGE OF MUSICAL ARTS – ABSENCE RECORD

_____ is excused from duty on campus from
_____ through _____

Reason: _____

During this absence, my University work will be taken care of as follows:

During this absence, I can be located at: (telephone) _____
address: _____

Will the University reimburse any part of travel expenses? Yes _____ No _____

Faculty Signature _____ Date _____

**This form is to be used when you will be away from campus while school is in session.
Please complete the form and return to your Department Chair.**

Rev. 8/00