

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