



Attendance Sheet

Organization:

Event Name:

Event Date:

Event Location:

List of Attendees

Please indicate your affiliation with the University (i.e. faculty, staff, student, guest, etc.)

Name (Print First and Last Name)	Affiliation	Name (Print First and Last Name)	Affiliation
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
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13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

Include additional Attendance Sheets if necessary. If more than one individual is being reimbursed for the same event, copies of the attendance sheet(s) can be made to be included with each reimbursement.