# STIPEND JUSTIFICATION

**NAME:** __________________________

**POSITION:** __________________________

**STIPEND MONTH:** ________________

**YEAR:** __________________________

<table>
<thead>
<tr>
<th>1: SENATE MEETINGS (4 PER MONTH)</th>
<th>( # ) of meetings attended ( \times ) $25 PER MEETING = $__________ total amount earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>2: COMMITTEE REPORT (1 PER COMMITTEE X 2 COMMITTEES = TOTAL 2 (MAX), EXECUTIVES = 1 REPORT (MAX))</td>
<td>( # ) of committee reports completed ( \times ) $50 PER REPORT = $__________ total amount earned</td>
</tr>
<tr>
<td>3: SCHEDULED OFFICE HOURS (4 HOURS PER WEEK x 4 WEEKS = 16 HOURS TOTAL (MAX), EXECUTIVE 5 HOURS PER WEEK X 4 WEEKS = 20 HOURS TOTAL (MAX))</td>
<td>( # ) of hours completed for the month ( \times ) $2.50 PER HOUR = $__________ total amount earned</td>
</tr>
<tr>
<td>4: ATTEND EVENTS, TABLING, TRAINING (DID YOU ATTEND TRAININGS, UHHSA EVENTS OR TABLED FOR UHHSA DURING THE MONTH?)</td>
<td>( # ) attended put 1, otherwise put 0 ( \times ) $10 = $__________ total amount earned</td>
</tr>
<tr>
<td>5: MAKE-UP OFFICE HOURS (IN LIEU OF APPROVED EXCUSED ABSENCE AT MEETING, 1 MEETING X $25 ÷ $2.50 = 10 HOURS)</td>
<td>( # ) of hours completed ( \times ) $2.50 PER HOUR = $__________ total amount earned</td>
</tr>
</tbody>
</table>

**EXECUTIVES ONLY COMPLETE:**

1. **EXECUTIVE REPORTS (1 PER MONTH)**

\( \# \) completed put 1, otherwise put 0 \( \times \) $50 = $__________ total amount earned

2. **EXECUTIVE MEETINGS (4 PER MONTH)**

\( \# \) of meetings attended \( \times \) $10 PER MEETING = $__________ total amount earned

**TOTAL STIPEND EARNED:** $__________

Approved:

I HAVE COMPLETED THIS FORM TRUTHFULLY AND HONESTLY TO THE BEST OF MY ABILITIES. I UNDERSTAND THAT FALSE INFORMATION MAY RESULT IN MY DISMISSAL:

**SIGNATURE:** __________________________

**DATE:** ____________