

Instructor Sign-In

Today's Special Assignment

Course

Class Section

Day

Date

Day of Week

Instructor Audit

200-018-AUD

Staff Member

Starts

Ends

Break

Special Assigns

Special Hours

Tot Hrs

Travel

Status

Meals \$ _____ Hotel _____
 Mileage Start: Mileage End: Carpool Ferry Expense Report
 Check In Date: Check Out Date:

Signature

Meals \$ _____ Hotel _____
 Mileage Start: Mileage End: Carpool Ferry Expense Report
 Check In Date: Check Out Date:

Signature

Meals \$ _____ Hotel _____
 Mileage Start: Mileage End: Carpool Ferry Expense Report
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Meals \$ _____ Hotel _____
 Mileage Start: Mileage End: Carpool Ferry Expense Report
 Check In Date: Check Out Date:

Signature

I certify for the above time period I was not on Fire Department duty, Sick Leave, Administrative Leave, nor injured on Duty Leave.

Remarks: _____

Lead/Instructor Signature: _____