Instructor Sign-In

Today's Special Assignment

Course ***Class*** ***Section*** ***Day*** ***Date*** ***Day of Week***

Staff Member ***Starts*** ***Ends*** ***Break*** ***Special Assigns*** ***Special Hours*** ***Tot Hrs*** ***Travel*** ***Status***

Mileage Start: ***Mileage End:*** ☐ *Carpool* ☐ *Ferry* ☐ *Expense Report*

☐ *Meals $* _____ ☐ *Hotel* *Check In Date:* *Check Out Date:*

Signature

Mileage Start: ***Mileage End:*** ☐ *Carpool* ☐ *Ferry* ☐ *Expense Report*

☐ *Meals $* _____ ☐ *Hotel* *Check In Date:* *Check Out Date:*

Signature

Mileage Start: ***Mileage End:*** ☐ *Carpool* ☐ *Ferry* ☐ *Expense Report*

☐ *Meals $* _____ ☐ *Hotel* *Check In Date:* *Check Out Date:*

Signature

Mileage Start: ***Mileage End:*** ☐ *Carpool* ☐ *Ferry* ☐ *Expense Report*

☐ *Meals $* _____ ☐ *Hotel* *Check In Date:* *Check Out Date:*

Signature

Mileage Start: ***Mileage End:*** ☐ *Carpool* ☐ *Ferry* ☐ *Expense Report*

☐ *Meals $* _____ ☐ *Hotel* *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: _____