



MOUNTAINLAND
TECHNICAL COLLEGE

Substitute Teacher Time Card

Submit completed form to the Finance Department.

Section 1: Substitute Instructor Information

Name _____

Department/Program _____ Campus _____

Regular Instructor _____

Section 2: Reporting

<u>Date Taught</u>	<u>Class Schedule</u>		<u>Comments</u>
	<u>Start Time</u>	<u>Stop Time</u>	

Section 3: Verification

The reported date(s) & hours are a true and factual account of work I performed for MTECH.

Substitute Instructor Signature

Supervisor Signature