



Utah Fire and Rescue Academy

Utah Valley University

Adjunct Instructor Time Card

Employee Name:	UVID:
Mailing Address:	City, State, Zip:
Email Address:	

Pay Period: _____

Employee Timecard: Bi-Monthly

Date	Course Number	Course Title	Course Street Address	Hours Worked \$39/hr	Round Trip Miles*	Stipend Hours \$16/hr	Index
Totals:				-	-		

***Travel Stipend Explanation** - To qualify for a travel stipend you will need to drive more than 50 miles roundtrip (25 miles one-way). You will receive one hour for every fifty miles driven, per trip. The current pay rate is \$16.00 per hour.

Formula: Total roundtrip miles (miles > 50)/ divide by 50, then roundup to the nearest quarter = Travel stipend hours.

Employee Signature:
Supervisor Signature: