

Ministry of Justice
DX SX 10042
Wellington

Invoice date: 28/06/2023
Invoice number: 123
GST number: 12-345-67
Bank a/c number: 11-1111-11111111-111

Name: Jane Doe
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Reference number: C20326

Once form completed please email to crownaccounts.payable@justice.govt.nz

Interpreter's signature

Jane Doe

Timesheet (list details of hearing(s) you interpreted at)

Case ref number	Case name	Court and court room	Date	Start time	Finish time	Hours	Sign off (court staff)
CIV-2023-111-111	Smith v Walker	Auckland CR 1	28/06/23	09:40	09:50	10 mins	JA
CR-2023-222-222	ACC v Cook	Auckland CR 2	28/06/23	10:00	12:00	2 hours	JA
CR1-2023-333-333	Police v Evans	Auckland CR 3	28/06/23	14:00	15:25	1 hr 25 mins	JA

Time at court

Date	Check in time	Check out time	Hours	Sign off (court staff)
28/6/23	09:00	15:25	6h 25 min	JA

Invoiced amount

Description	Date	Rate \$	Hours/Kms	Amount \$ (excl GST)	GST 15%	Amount \$ (incl GST)
Interpreter fees	28/6/23	50.00	6	300.00	45.00	345.00
Travel time						
Mileage*						
Travel expenses **	28/6/23			8.35	1.25	9.60

TOTALS: \$308.35 | \$46.25 | \$354.60

* Mileage can be charged at the rate specified by Inland Revenue and is not GST applicable. Please note that the rate changes after 3,500km.
** Receipt/invoice is required for all expense reimbursements, and if the individual transaction amount is over \$200, taxable supply information is required.