

Ministry of Justice
DX SX 10042
Wellington

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

Name: Jane Doe
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Interpreter's signature: *Jane D*

Reference number: C20326

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

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	28/6/23	09:40	09:50	10 mins	<i>JD</i>
CK1-2023-222-222	ACC v COOK	Auckland CR 2	28/6/23	10:00	12:00	2 hours	<i>JD</i>
CK1-2023-333-333	Police v Evans	Auckland CR 3	28/6/23	14:00	15:25	1 hr 25 mins	<i>JD</i>

Time at court

Date	Check in time	Check out time	Hours	Sign off (court staff)
28/6/23	09:00	15:25	6 hr 25 min	<i>JD</i>

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		
Travel time						
Mileage*						
Travel expenses **	28/6/23			8.35		

TOTALS: 308.35

* 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 is over \$200, taxable supply information is required.