

INTERPRETER TIMESHEET AND TAXABLE SUPPLY INFORMATION (GST REGISTERED) (Enter data into the shaded sections of the form only)

MOJT1F27 - 062023

Ministry of Justice DX SX 10042 Wellington	Invoice date:		Name:	
	Invoice number:		Address:	
	GST number:			
	Bank a/c number:		Email:	
Reference number: C20326			Interpreter's signature	
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)

Time at court

Date	Check in time	Check out time	Hours	Sign off (court staff)

Invoiced amount

Description	Date	Rate \$	Hours/Kms	Amount \$ (excl GST)	GST 15%	Amount \$ (incl GST)
Interpreter fees						
Travel time						
Mileage*						
Travel expenses **						

TOTALS:

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* 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.