

Submitting Invoices

ADJUSTING THE MILEAGE RATE IN THE INVOICE TEMPLATE

This document contains instructions on how to update legal aid invoice templates when the mileage rate has changed.

How to update the mileage rate when entering an invoice

1. Complete the invoice as usual until the *Disbursements* macro table, pictured below, appears. The mileage rate is displayed as an editable figure for Travel – Personal car – necessary.

Tax Invoice Criminal Legal Aid Fixed Fees Schedules A, B & C: Police Prosecutions

Disbursements

NOTE:
1. For each item, enter only GST excl. OR GST incl. NOT BOTH.
2. Maximum 2 decimal points (0.00).
3. Only the GST excl. values will appear on your completed form.

Disbursements (attach receipts/invoices)	Units	GST excl.	GST incl.
Interpreters preparation		\$	
Interpreters in court not judge directed		\$	
Library		\$	
Other LINZ fees		\$	
Printing of disclosure		\$	
Report - Medical		\$	
Report - Restorative justice		\$	
Translators		\$	
Travel - Personal car - necessary - @ \$.83 per km (as per policy)	<input type="text"/>	kms	
Travel - Plane, train, bus, taxi and parking - necessary		\$	
Travel - Rental car - necessary		\$	
Travel - Time - necessary (specify from <input type="text"/> to <input type="text"/>)	<input type="text"/>	hours	

OK Cancel

2. Edit the existing mileage rate in the red box above by replacing the old rate with the new rate. Then enter the amount of kilometres travelled as per usual.

Translators

Travel - Personal car - necessary - @ \$.95 per km (as per policy) 10 kms

Travel - Plane, train, bus, taxi and parking - necessary

3. Complete the remaining details for your invoice.
4. When the invoice has been completed, the updated mileage rate will display in the *Disbursements* table.

Translators		
Travel – Personal car – necessary - @ \$.95 per km (as per policy)	10 km(s)	9.50
Travel – Plane, train, bus, taxi and parking – necessary		

Please note that you will only need to do this once as the Word Template Package will automatically save the new mileage rate as the default rate for all invoice templates.

How to update the mileage rate after an invoice has been completed

If you have completed the invoice and used an old mileage rate, you can adjust the total manually and then use the smiley face icon to recalculate your invoice total.

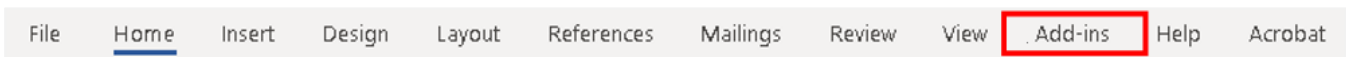
For example, if an invoice has been completed using the mileage rate of \$0.83 per kilometre.

report – restorative justice		
Translators		
Travel – Personal car – necessary	@ \$.83 per km (as per policy)	10 km(s) 8.30
Travel – Plane, train, bus, taxi and parking – necessary		

1. Edit the invoice details by changing the mileage rate and then entering the new total.
This will need to be manually calculated (in this example \$0.95 x 10 kms = \$9.50).

Translators		
Travel – Personal car – necessary	@ \$.95 per km (as per policy)	10 km(s) 9.50
Travel – Plane, train, bus, taxi and parking – necessary		
Travel – Rental car – necessary		

2. Select **Add-ins** from the ribbon at the top of the page.



3. Click on the smiley face icon to recalculate the total disbursements and invoice total for your invoice.



Total fixed fees (excl. GST)*	\$ 0.00
Total hearing time (excl. GST)*	\$ 0.00
Total fixed fee plus activities (excl. GST)*	\$ 1,030.00
Total disbursements (excl. GST)*	\$ 9.50
Total GST*	\$ 155.93
Total amount (incl. GST)*	\$ 1,195.43