Court interpreters excel template sample

Timesheet + tax invoice (GST)

- Invoice date
- Invoice number (the number needs to be unique and sequential)

Your name, address, email

Your signature

Ministry of Justice address

GST no.

Your bank account

Reference number used to allocate invoice correctly for processing

How long the hearing was. Add once you have completed the hearing.

Signature(s) from court staff verifying attendance for each hearing

The times you checked in and checked out each day (signed off by court staff)

Signature(s) from court staff verifying the times you checked in and checked out each day (signed off by court staff)

The amount due (in NZ$)

Mileage is not GST Applicable

GST (if applicable)

Total amount due (in NZ$)

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:			

* 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.

Case reference number from your confirmation advice

Case names from your confirmation advice

Court and court room from your confirmation advice, but it may change on the day

The charge rate

- Hours worked (if the hours are below the minimum agreed rate, enter the minimum fee instead)
- Any mileage or travel expenses (list them separately)

MINISTRY OF JUSTICE Tāhū o te Ture