

Court interpreters excel template sample

Timesheet + tax invoice (GST)

Ministry of Justice
address

Ministry of Justice
DX SX 10042
Wellington

GST no.

Your bank account

Reference number
used to allocate invoice
correctly for processing

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

Your name, address, email

Your signature

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\$)

GST (if applicable)

Total amount due (in NZ\$)

INTERPRETER TIMESHEET AND TAX INVOICE (GST REGISTERED) (Enter data into the shaded sections of the form only)							MOJ1F27 - 082018	
Ministry of Justice DX SX 10042 Wellington			Invoice date:		Name:			
			Invoice number:		Address:			
			GST number:		Email:			
			Bank a/c number:		Interpreter's signature			
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)	
				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)				
Interpreter fees								
Mileage*								
Travel expenses**								
				Subtotal (excl GST):				
				Add GST:				
				TOTAL (INCL GST):				

Hearing date, and start and end times. Add once you have completed the hearing.

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)