

**Ministry of Justice
DX SX 10042
Wellington**

Invoice date:

Invoice number:

GST number:

Bank a/c number:

Name:

Address:

Email:

Reference number: M20326

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

Interpreter's signature

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) |
|-----------------|-----------|----------------------|------|------------|-------------|-------|------------------------|
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**Mileage can be charged at the rate specified by Inland Revenue. Please note that the rate changes after 3,500km*
***If an individual transaction is greater than \$50.00 (incl GST), please provide a receipt or tax invoice*
***If an individual transaction is \$50.00 or less (incl GST), please provide, the date, description, cost and supplier (as a minimum)*

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):