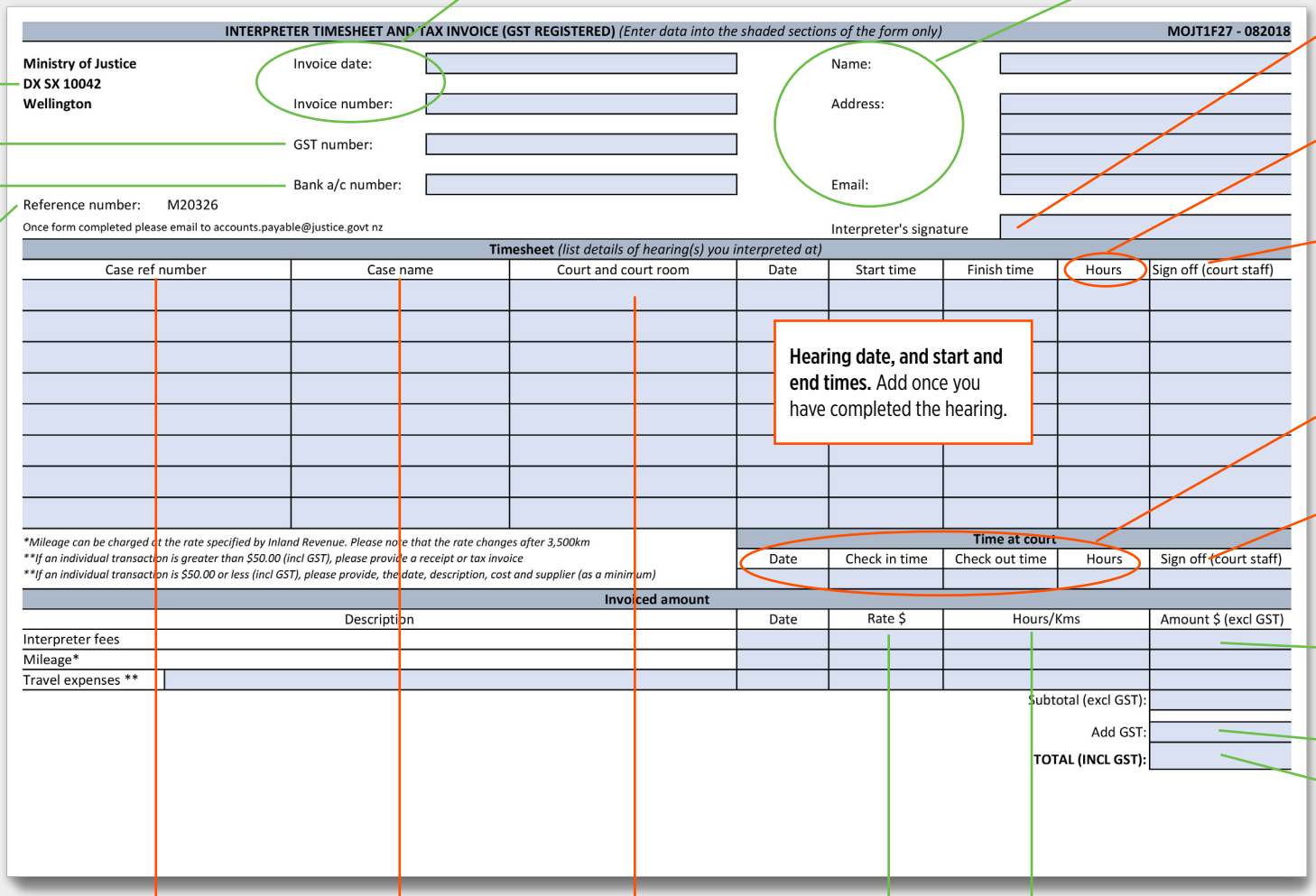
Court interpreters excel template sample

Timesheet + tax invoice (GST)



INTERPRETER TIMESHEET AND TAX INVOICE (GST REGISTERED) *(Enter data into the shaded sections of the form only)* **MOJT1F27 - 082018**

Ministry of Justice
DX SX 10042
Wellington

Invoice date:
Invoice number:
GST number:
Bank a/c number:
Reference number: M20326
Once form completed please email to accounts.payable@justice.govt nz

Name:
Address:
Email:
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)

*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):	

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

Ministry of Justice address

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$)

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