

INTERPRETER TIMESHEET AND INVOICE (NOT GST REGISTERED) (Enter data into the shaded sections of the form only)

MOJT1F27 - 082018

Ministry of Justice
DX SX 10042
Wellington

Invoice date:

Name:

Invoice number:

Address:

Bank a/c number:

Reference number: M20326

Email:

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)

*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 \$
Interpreter fees				
Mileage*				
Travel expenses **				

TOTAL: