

**UNITED STATES DISTRICT COURT - NEW YORK NORTHERN DISTRICT**

**Interpreter Authorized Overnight Expense Report (C)**

*Only Complete This Form If You Are Authorized To Travel*

**Interpreter Name/Company Name:** \_\_\_\_\_

**Service Date(s):** \_\_\_\_\_ **Language:** \_\_\_\_\_

<b>(1) Lodging</b>  Attach itemized hotel bill and hotel receipts.  Reimbursement for subsistence expenses may be claimed only on an actual expense (itemized) basis, with receipts for lodging and for any expense of more than \$25.00 up to the per diem rates for the city in which the work is performed.	<b>Lodging Date(s)</b>	<b>Hotel Name (s)</b>	<b>Room Charge(s)</b> Do not include Hotel taxes and Fees
<b>Total Lodging Expenses</b>			

<b>(2) Meals and Incidental Expenses</b>	<b>Meals &amp; Incidental Expenses Date(s)</b>	<b>Daily Meal Expenses</b>			<b>Incidental Expenses</b> Miscellaneous Tips* (Porters, baggage carriers, hotel staff)	<b>Meals &amp; Incidental Expenses Subtotals</b>
		<b>Breakfast</b> <small>(Include Tips for Meals)</small>	<b>Lunch</b> <small>(Include Tips for Meals)</small>	<b>Dinner</b> <small>(Include Tips for Meals)</small>		
<small>Please see page 5 for further information</small>					<b>Total Meals &amp; Incidental Expenses</b>	

<b>(3) Miscellaneous Expenses</b>	<b>Date(s)</b>	<b>Miscellaneous Expenses</b>				<b>Miscellaneous Expenses Subtotals</b>
		<b>Hotel Taxes</b>	<b>Parking</b>	<b>Transportation Exps.</b> <small>(taxi, Uber, Lyft, Bus)</small>	<b>Tolls</b>	
<small>Please see page 5 for further information</small>					<b>Total Miscellaneous Expenses</b>	

<b>(4) Airfare</b>  Attach airfare itinerary and airfare receipts.	<b>Travel Date(s)</b>	<b>Departure (City)</b>	<b>Arrival (City)</b>	<b>Airfare</b>	<b>Taxes and/or booking fees</b>	<b>Airfare Subtotals</b>
<b>Total Airfare Expenses</b>						

<b>(5) Total Authorized Overnight Expenses</b>  Fill in the total amount in the "(C) Total Overnight Expenses Claimed" section of the Court Interpreter Invoice for Services for the last day of service	Enter (1) Total Lodging Expenses	
	Enter (2) Total Meals & Incidental Expenses	
	Enter (3) Total Miscellaneous Expenses	
	Enter (4) Total Airfare Expenses	
	<b>(5) Total Authorized Overnight Expenses</b>	

## UNITED STATES DISTRICT COURT - OF NEW YORK NORTHERN DISTRICT

### INTERPRETER AUTHORIZED OVERNIGHT EXPENSE REPORT (C)

The Interpreter Authorized Overnight Expense Report (C) is used for travel-related expenses (airfare, lodging, meals and incidental, and miscellaneous expenses) when an authorized overnight stay is required. There are two (2) sections an interpreter must complete when submitting an overnight expense report for review and payment, as follows:

1. Identification of the Interpreter, Service Date and Language.
2. Lodging / Meals and Incidental Expenses / Miscellaneous Expenses / Airfare section - page three (3) is for **DAILY** itemization of the overnight expenses claimed/total on this form.

The five (5) subsections in this section are:

1. Section for entering lodging expenses for the period of travel and a total for the subsection **(please do not include the hotel taxes in this section)**.
2. Section for entering Meals & Incidental Expenses for the period of travel and a total for the subsection. Incidental Expenses include fees or gratuities for services and tips given to porters, baggage carriers, bellhops, hotel maids, room stewards, sky caps and others.
3. Section for entering Miscellaneous Expenses (hotel taxes, parking, transportation expenses (taxi, Uber, Lyft, bus), tolls, other (airline baggage fees) for the period of travel and a total for the subsection.
4. Section for entering airfare expenses (travel dates, departure/arrival cities, airfare, taxes) and a total for the subsection.
5. Section for entering the TOTAL claimed for each subsection. This amount should be entered or will be transferred to the *Interpreter Claim for Compensation and Expenses* for services rendered on the corresponding date.

**NOTE: ITEMIZED receipts are required for all expenses over \$25.00 claimed on this *Overnight Expense Report* - as required by Section 7.1 Payment for Services - General Invoice Requirements in the *Terms and Conditions* document).**

Itemized receipts are required for the following expenses, **regardless of amount:**

- Airline and train invoices;
- Checked Baggage fees;
- Lodging;
- Meals reimbursed on an actual expense basis (same-day travel)
- Rental vehicle invoice/agreement