



Court Interpreter's Itemized Travel Expenses
 United States District Court
 Northern District of New York

BC Document Number
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Interpreter Name: _____ S.S./Tax I.D.#: _____

Date	Car Rental	Air Transportation	Total

Date	Time of Arrival	Time of Departure	Lodging	Breakfast	Lunch	Dinner	Transportation (e.g. taxi, tolls)	Daily Total

Grand Total	
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*The court is not allowed to reimburse for liability car rental insurance. Driver must verify with their insurance company and ensure that they are covered under their private car insurance policy.
 *Receipts for lodging, transportation, meals, parking, and tolls must be attached to the invoice.
 *Airfare must be fully refundable and coach class.

United States District Court for the Northern District of New York Court Interpreter Contract and Conditions

(Please see the interpreter contract for complete terms and conditions)

7.2 Fees to be Paid for Travel Days

- Any assignment issued under the interpreter contract shall state all travel time or days that are authorized. The contracted court interpreter will be paid for travel time upon submission of a proper invoice citing the assignment authorizing travel days. Travel time will be included in the half or full-day rate as indicated in Section 2.0, Rates for Interpreting Services.
- Time in travel is counted from the time the interpreter leaves the residence or other authorized location until arrival at the court location and from the time the interpreter leaves the court location until arrival at the residence or other authorized location, using the most direct and timely route.
- The contract court interpreter who stays on travel status during a weekend will only be reimbursed for itemized subsistence expenses (in accordance with the Judiciary Staff Travel Regulations). Prior approval is required from the presiding district judge.

7.5 Travel Expenses

- When a contract court interpreter is required to travel to a court location that is beyond the local commuting distance from the interpreter's residence, the assignment will authorize that method of transportation determined by the judiciary to be the most advantageous to the judiciary, as described in Judiciary Staff Travel Regulations (Vol 19 Chap 4). Any additional cost resulting from the use of a method of transportation other than that authorized on the assignment will not be reimbursed and shall be the sole responsibility of the contract court interpreter.
- Authorized travel expenses for travel from the interpreter's residence to the courthouse, if the distance is beyond the local commuting distance, or for travel between court facilities, will be reimbursed by the court upon submission of a proper invoice and necessary receipts in accordance with the Judiciary Staff Travel Regulations, and as specifically listed in the Rate and Information Sheet.
- The contract court interpreter shall make all necessary travel arrangements and pay for travel services. Contract court interpreters are not eligible for government per diem rates. Instead, they are reimbursed for **actual** itemized authorized subsistence expenses up to the GSA per diem rate for the date and location specified in the contract.
- The contract court interpreter shall pay for subsistence (e.g., all meals, lodging, and tips for meals, hotels, baggage, etc.) and seek reimbursement by submitting a proper invoice and necessary receipts as described herein.
- Where no lodging expense is incurred, contract court interpreters are required to be on travel status for 12 hours or more in order to be eligible to claim reimbursement of subsistence expenses, as described in Judiciary Staff Travel Regulations.
- Reimbursement for subsistence expenses may be claimed only on an actual expense (itemized) basis, with receipts for lodging, transportation, meals, parking, and tolls, up to the applicable per diem allowance. Claims for travel reimbursement shall be accompanied by receipts and cite the order authorizing travel.
 - Contract court interpreters are eligible for government rates for lodging, if available.
 - Contract court interpreters are not entitled to government rates for airline travel.
- The court will not purchase a ticket for travel for a contract court interpreter, and airfare for contract court interpreter travel cannot be charged to the court directly.
- The contract court interpreter must make coach class reservations on a fully refundable fare with no penalties for cancellations or changes. The court will not reimburse the contract court interpreter for the fare for any reservations not used, penalties or cancellation fees regardless of the reason. In order to be reimbursed for the fare for travel used, the passenger copy of the ticket and receipt shall be submitted to the court with the interpreter's invoice, which must cite the assignment order authorizing travel.
- Contract court interpreters shall not invoice travel charges to more than one federal court unit, Federal Public Defender, Community Defender Organization, other attorneys or entities obtaining interpreting services under the CJA, or related statutes, or the Defender Services appropriation, or any other federal agency or entity for the same travel.