

**UNITED STATES DISTRICT COURT - MIDDLE DISTRICT OF FLORIDA**

**Interpreter Claim for Compensation and Expenses**

BPA/PO# \_\_\_\_\_

Original to be submitted within 30 days of date of service

<b>Interpreter Name:</b>		<b>Company Name:</b>	
<b>Mailing Address:</b>		<b>Taxpayer ID# or SSN#</b>	<b>Language</b>

Date of Service	Case #	Caption	Type of Proceeding	Judge

**(A) Interpreter Fees**

Classification Level	(Check Box) <input type="checkbox"/> Federally Certified (FC) <input type="checkbox"/> Professionally Qualified (PQ) <input type="checkbox"/> Language Skilled (LS)					Fee(s)
<b>Start/End Times of Interpreting Services</b>	Start Time: <small>[please include am/pm with your time]</small>		End Time: <small>[please include am/pm with your time]</small>		Half Day Rate: * FC/PQ: \$226.00 LS: \$111.00	Full Day Rate:** FC/PQ:\$418.00 LS: \$202.00
	Overtime Start Time:		Overtime End Time:		Total Overtime Hours: _____	Overtime Rates: FC/PQ:\$59.00/hr. LS: \$35.00/hr.

\*Half Day - services up to and including 4 hours in one day, including travel time, if authorized.

\*\*Full Day - services in excess of 4 hours up to and including 8 hours in one day, including travel time, if authorized.

**(A) Total Fees**

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**(A) Total Fees-Cont'd from page 1A**

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**(B) Authorized Travel Expenses** (complete this section only if you have received authorization and your residence to the court is 30 miles or more one way)

Mileage (30 miles or more - one way - from your residence to the court)	Departure Time from Residence/Hotel	Arrival Time at Court/Hotel	Departure Time from Court/Hotel	Arrival Time at Residence/Hotel	Total Miles Traveled:	
<small>[please included am/pm with your time]</small>	City: _____	City: _____	City: _____	City: _____	_____ miles	
<b>Other Authorized Expenses</b> <small>(Parking, tolls, bus, miscellaneous)</small>	<b>Do not include expenses (parking, tolls, public transportation, misc.) if you are submitting an Overnight Expense Report (C).</b>		Enter total miles traveled x \$0.56/mile <small>(GSA rate as of 1/1/2021)</small>			
			Parking:			
			Tolls:			
			Public Transportation:			
			Miscellaneous:			
			Enter total parking, tolls, public transportation and miscellaneous expenses			

If you worked more than one day and/or had multiple cases in one day, please use page 1A for additional space.

**(B) Total Travel Expenses Claimed**

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**(C) Authorized Overnight Expenses** (only complete this form if you have received authorization)

Attach Interpreter Overnight Expense Report(C) authorized expenses related to airfare, hotel, meals & incidental expenses. Enter "Total Claimed" from Interpreter Overnight Expense Report (C)	
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**(C) Total Overnight Expenses Claimed**

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**Grand Total = (A) Fee(s) + (B) Expenses + (C) Overnight Expenses**

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**CERTIFICATION**

I hereby certify that I personally rendered the services described herein for payment requested, that said services were rendered in accordance with the Contract for Court Interpreter Services, and that no other federal court unit, federal public defender, community defender organization, or other attorneys or entities obtaining interpreting services under the Criminal Justice Act or the related statutes, or the Defender Services appropriation, or any other federal agency or entity has been or will be billed for the same period of service, cancellation or travel expenses for any services rendered during the same half or full-day, other period of service, or time covered by a cancellation fee or travel expense reimbursement for which I am being compensated pursuant to the contract.

**CHECK ONE:**  I have not or  I have worked on this date for \_\_\_\_\_ (include the Attorney's/Officer's Name with Probation, Pretrial, CJA, or PD). If you checked that you "have worked" for another entity, did you work for the other entity earlier in the day before working for the court?  Yes or  No Start Time: \_\_\_\_\_ / End \_\_\_\_\_

Interpreter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Court Use Only

-092000-DXXBBCX-D11FLMC-2523

**I certify that the above services were received and the total claimed is proper for payment.**

GPC # \_\_\_\_\_

Approving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

BC/PO# \_\_\_\_\_

**UNITED STATES DISTRICT COURT - MIDDLE DISTRICT OF FLORIDA**

**Addendum to Interpreter Claim for Compensation and Expenses**

Original to be submitted within 30 days of date of service

**BPA/PO #** \_\_\_\_\_

**Interpreter Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Date of Service	Case #	Caption	Type of Proceeding	Judge

**START/END TIMES OF INTERPRETING SERVICES - Ex. 9:00 am or 4:00 pm**

Date of Service	Departure Time from Residence/Hotel	Arrival Time At Court/Hotel	Start Interpreting (In Court)	End Interpreting (In Court)	Departure Time from Court/Hotel	Arrival Time at Residence/Hotel	Total Hours Ex. 8.1, 8.2, 8.3 - see conversion chart below

**FEDERALLY CERTIFIED (FC)/PROF. QUALIFIED (PQ) RATES: Full Day: \$418.00 – Half Day: \$226.00 – Overtime\*: \$59.00/hour**

**LANGUAGE SKILLED (LS): Full Day: \$202.00 – Half Day: \$111.00 – Overtime\*: \$35.00/hour**

**HALF DAY – services up to and including 4 hours in one day, including travel time, if authorized.**

**FULL DAY – services in excess of 4 hours, up to and including 8 hours in one day, including travel time, if authorized.**

**\* Overtime applies if the workday exceeds 8 hours, not including meal periods, and is calculated in tenths of an hour.**

**(Ex. Total Hours = 10 hours – 1 hour lunch = 9 hours = a full day and 1 hour overtime).**

FC/PQ - \$418.00/\$226.00  
LS - \$202.00/\$111.00      Conversion Chart Below      FC/PQ - \$59.00/hr.  
LS - \$35.00/hr.

Date of Service	Total Hours	Subtract Meal Period, if applicable (1 hr for lunch)	Fee (Half/Full Day)	Overtime, if applicable (Tenths of an Hour)	Overtime Rate	Overtime Total	TOTAL

Conversion Chart

**(A) Total Fees (cont'd)**

Minutes	Time
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
42-48	.8
49-54	.9
55-60	1.0

**If you need additional space, please print extra copies of this page.**

**UNITED STATES DISTRICT COURT - MIDDLE DISTRICT OF FLORIDA**

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

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

**BPA/PO#** \_\_\_\_\_

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

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

<b>(1) Lodging</b>	<b>Lodging Date(s)</b>	<b>Hotel Name (s)</b>		<b>Room Charge(s)</b>
				<i>Do not include Hotel taxes and Fees</i>
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>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>	<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>	<b>Miscellaneous Tips*</b> <small>(Porters, baggage carriers, hotel staff)</small>	
Please visit <a href="http://www.gsa.gov/perdiem">http://www.gsa.gov/perdiem</a> for the current FY2022 per diem rates (for lodging, meals and incidental expenses) for the city in which the work is performed (Jacksonville, Ocala, Orlando, Tampa and Ft. Myers).						
<small>*Please see page 4, 2(b) for a break down of Incidental Expenses/Misc. Tips</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>(taxis, Uber, Lyft, Bus)</small>	<b>Tolls</b>	
<b>Total Miscellaneous Expenses</b>						

<b>(4) Airfare</b>	<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>
Attach airfare itinerary and airfare receipts.						
<b>Total Airfare Expenses</b>						

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

## UNITED STATES DISTRICT COURT – MIDDLE DISTRICT OF FLORIDA

### INTERPRETER CLAIM FOR COMPENSATION AND EXPENSES

The Interpreter Claim for Compensation and Expenses is the Contract Court Interpreter's **certified** statement/claim for services rendered and allowable expenses. **There are five (5) sections that an interpreter must complete when submitting an invoice for review and payment, as follows:**

1. Identification of the Interpreter (BPA/PO #, mailing address, company name, if applicable, tax id # or ssn # and language).
2. Date of service, case #, caption, type of proceeding, and Judge - **all cases must have a complete case number**. If you have more than one day, or multiple cases in one day, please complete the Addendum to Interpreter Claim for Compensation and Expenses, page 1A. If not, please go to page 2.
3. (A) Interpreter Fees – check your classification level and enter the starting and ending times of your interpreting services. Enter the correct fee claimed (half day or full day) from your current contract. Any claim for overtime (if your workday exceeds eight (8) hours, not including meal periods) must be documented in this section.
4. (B) Authorized Travel Expenses - (**complete this section only if you have received authorization and your residence to the court is 30 miles or more one way**). If you are claiming mileage, total your round trip mileage (x 0.56 per mile – **this is the current GSA mileage rate which is subject to change. Please always check the rate before submitting at <http://www.gsa.gov/mileagerate>**) and list other authorized expenses (parking, tolls, etc.). The total of all claimed mileage and other authorized expenses should be subtotaled for each line used, then added together to be listed in the space for “Total Travel Expenses Claimed.” All subtotaled figures from the fee and authorized travel sections (including the Interpreter Overnight Expense Report, if applicable) are added together and entered in the box labeled “Grand Total (Fee(s), Expenses and Overnight Expenses).  
**NOTE: If you are claiming mileage reimbursement– you must complete the boxes for Departure/Arrival times** (from your residence to court and court to residence) as required by Section 7.1 Payment for Services – General Invoice Requirements in the *Terms and Conditions* document).
5. The last section is the **Certification**. By signing and dating the *Interpreter Claim for Compensations and Expenses*, the Interpreter is stating that: “ I hereby certify that I personally rendered the services described herein for payment requested, that said services were rendered in accordance with the Contract for Court Interpreter Services, and that no other federal court unit, federal public defender, community defender organization, or other attorneys or entities obtaining interpreting services under the Criminal Justice Act or the related statutes, or the Defender Services appropriation, or any other federal agency or entity has been or will be billed for the same period of service, cancellation or travel expenses for any services rendered during the same half or full-day, other period of service, or time covered by a cancellation fee or travel expense reimbursement for which I am being compensated pursuant to the contract.”

**Invoices must be submitted within thirty (30) days of the date that service was rendered.**

## UNITED STATES DISTRICT COURT – MIDDLE DISTRICT OF FLORIDA

### INTERPRETER AUTHORIZED OVERNIGHT EXPENSE REPORT (C)

The Interpreter Authorized Overnight Expense Report (C) is used for travel-related expenses (airfare, lodging, and meals and incidental expenses 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, BPA/PO #, Service Date and Language.
2. Lodging / Meals and Incidental Expenses / Miscellaneous Expenses / Airfare section – page two (2) is for **DAILY** itemization of the overnight expenses claimed/totaled on this form.

The five (5) subsections in this section are:

- a. 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**).
- b. 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.
- c. Section for entering Miscellaneous Expenses (hotel taxes, parking, transportation expenses (taxis, Uber, Lyft, bus), tolls, other (airline baggage fees) for the period of travel and a total for the subsection.
- d. Section for entering airfare expenses (travel dates, departure/arrival cities, airfare, taxes) and a total for the subsection.
- e. 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).**

This claim form can be emailed, faxed or mailed, along with all necessary itemized receipts, to the Ordering Officer listed in your BPA or PO (or as otherwise stated). **If you email or fax your claim form, there is no need to mail the original.**

**MAIL:** Interpreter Services Department, U.S. District Court, Middle District of Florida, 401 W. Central Boulevard, Suite 2100, Orlando, FL 32801; **PHONE:** (407) 835-5649 **FAX:** (407) 835-8570

**Daisy Alzate, Interpreter Services Coordinator**, Direct: (407) 835-5998, Daisy\_Alzate@flmd.uscourts.gov  
**Betsy Davis, Interpreter Services Coordinator**, Direct: (904) 549-1912, Betsy\_Davis@flmd.uscourts.gov  
**Darlene Knapp, Interpreter Services Supervisor**, Direct: (407) 835-4232, Darlene\_Knapp@flmd.uscourts.gov.