

* * * CONTRACT INTERPRETER TRAVEL LOG * * *										ILND				
Date(s) of Travel:														
Point of Departure/Return: <input type="checkbox"/> Home <input type="checkbox"/> Court <input type="checkbox"/> Other: (Please provide address) _____														
Destination: <input type="checkbox"/> Dirksen U.S. Courthouse <input type="checkbox"/> Roszkowski U.S. Courthouse <input type="checkbox"/> MCC <input type="checkbox"/> County Jail - Name of Co. Jail: _____														
<input type="checkbox"/> Other Location -Address of Other Location: _____														
<div style="display: flex; justify-content: space-between;"> Street Address City Zip Code </div>														
Interpreter: Street Address: Telephone: SSN: ON FILE		<u>Street Address</u> 		Mileage Total Miles Traveled Round Trip <small>[Not Applicable if Travel by Air]</small>	Mileage Total Miles Traveled Multiplied by Current GSA Rate	<div style="display: flex;"> <div style="flex: 1;"> <p style="color: green; margin: 0;">CODES (NO AIR TRAVEL)</p> <p style="margin: 0;"><u>Travel Expenses</u></p> <p style="margin: 0;">1 = Taxi</p> <p style="margin: 0;">2 = Tolls</p> <p style="margin: 0;">3 = Parking</p> <p style="margin: 0;">4 = Other</p> <p style="color: green; margin: 0;">CODES (WITH AIR TRAVEL)</p> <p style="margin: 0;">A = Airfare</p> <p style="margin: 0;">B = Hotel</p> <p style="margin: 0;">C = Hotel Taxes</p> <p style="margin: 0;">D = Meals & Incidental Expenses</p> <p style="margin: 0;">E = Other</p> </div> <div style="flex: 1; text-align: center; border: 1px solid red; padding: 5px; color: red; font-weight: bold;"> PLEASE SUBMIT ALL RECEIPTS </div> </div>				<input type="checkbox"/> In Court <input type="checkbox"/> Out of Court				
Travel		[Port to Port] Date	All times in Central Standard Time (CST). [Port to Port] Time		CODE	Other 1		CODE	Other 2		Case Number	Case Name	Judge	
						Date	Amount		Date	Amount				
	Depart to Assignment													
	Arrival at Assignment													
	Departure to Home													
	Arrival at Home													
			Fee											
	Tolls (Include Receipts)													
	Travel Fee													
	Notes:													
Notes:														
Subtotal:			\$.00						SUBTOTAL Other 1 & 2		Interpreter: Billing Address:		<u>Billing Address (Optional)</u>	
NOTE: Travel expenses (mileage, parking, etc.) will not be paid if the court interpreter's point of departure is less than 50 miles from the assignment destination. The AO-established fee schedule covers travel expenses for local travel. <i>see Rate and Information Sheet Section 6.0 for additional information.</i>														
<i>"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." see Court Interpreter Services: Rate and Information Sheet, Section 7.1.</i>														
Contract Interpreter=s Signature & Date				TOTAL EXPENSES CLAIMED:				Authorizing/Certifying Official Date						