*** CONTRACT INTERPRETER TRAVEL LOG***

Interpreter Name:	**Case Number:**
Street Address:	**Case Name:**
Telephone:	**Judge:**

Date(s) of Travel:
Point of Departure/Return: ☐ **Home** ☐ **Court** ☐ **Other:**
Destination: ☐ **Dirksen U.S. Courthouse** ☐ **Roszkowski U.S. Courthouse** ☐ **Other:**

Travel Time [Port to Port]	Date	Time (CST)	Notes
Departed to Assignment			
Arrived at Assignment			
Departure to Home			
Arrival to Home			

Travel time and days will be included in the half or full-day rate, and any applicable overtime rates, according to Section 2.0.

Travel Fee [Port to Port]	Date	Total	Notes
Travel Fee			
Travel Fee Overtime			
Travel Fee			
Travel Fee Overtime			

Subtotal for Travel Fee: $_____

Reimbursable Travel Expenses

Mileage – Privately Owned Vehicle (Total Miles Traveled Roundtrip)

Mileage: _____ Mileage Multiplied by *Current* GSA Rate ($0.76): $ _____

Itemized Receipts Required

Codes: **A** = Airfare **B** = Hotel **C** = Meals & Incidentals **1** = Taxi/Rideshare **2** = Tolls **3** = Parking **4** = Other

Code	Date	Amount

Code	Date	Amount

Code	Date	Amount

Subtotal for Travel Expenses: $ _____

Total Expenses and Travel Fees Claimed: $ _____

Interpreter 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." 7.1

FOR OFFICE USE ONLY

Received By	Date	Verified By	Date

_____ _____

Contract Interpreter Signature **Date**