U.S. District Court, District of New Mexico

Contract Interpreter Itemized Travel Expense Voucher

Interpreter: _____

Mailing Address: _____   **Contract/BPA Number:** _____

City/State/Zip: _____

DATE	DESCRIPTION	ITEMIZED SUBSISTENCE EXPENSES					TOTAL SUBSISTENCE EXPENSES	TRANSPORT.	OTHER, TAXES
		BREAKFAST	LUNCH	DINNER	MISC. SUBSISTENCE	LODGING			

* NOTE:
Subtotals for Subsistence, Transportation and Other should also be entered on lines 4, 5 and 6 on the Court Interpreter Authorization Voucher.
The amounts must match to avoid delays in processing or payment.

SUBTOTAL - SUBSISTENCE * _____

SUBTOTAL - TRANSPORTATION * _____

SUBTOTAL - OTHER * _____

TOTAL AMOUNT CLAIMED _____

I certify that the purpose of this trip was official business and, further, that this claim for reimbursement of travel expenses is true and correct to the best of my knowledge and belief. Further, I have not received any other payment or credit for the travel expenses claimed on this voucher, and that no other federal court unit, Federal Public Defender, Community Defender Organization, or other attorneys or entities obtaining interpreting services under the CJA of the Defender Services appropriation has been or will be billed for the same travel expenses.

Signature: _____   Date: _____

The contract court interpreter shall pay for subsistence (all meals, lodging, and tips for meals, hotel, baggage, etc.) and seek reimbursement by submitting an Interpreter Voucher and necessary 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, up to the GSA per diem rate allowance. Claims for travel reimbursement shall be accompanied by receipts and order/requisition authorizing travel.