



Interpreter Billing Statement & Invoice

Instructions

To avoid delays in payment, complete the invoice in its totality. Incomplete invoices may be returned to the interpreter.

All invoices **must be submitted within ten (10) days of service**, and processing time for a complete invoice may be up to 30 days. Incomplete or late invoices will be delayed.

It should be noted that contract interpreters are booked for periods of time (e.g., 2 hours, half-day, full-day, etc.). At times, contracted interpreters may be asked to cover multiple cases during a booking period. Billable hours apply only to the booking period, regardless of the number of cases covered within it.

I. Interpreting Time:

- *Actual Interpreting Time*: Number of hours the interpreter is engaged in his/her official duties as an interpreter.
- *Hours Billed*: Number of hours the interpreter charges.
 - Unless otherwise specified, interpreters are booked for a minimum period of two (2) hours. If total time is over the two (2) hours minimum booking period, time should be rounded up to the nearest 15 minutes (or 0.25 hours) increment.

Cancellations:

Cancellations made with less than 48 hours will be compensated at the hourly rate and in accordance with policies stated in *Interpreter Policy Manual* under.

- Provide the date and time the booking was canceled.
- *# Hours Booked*: Number of hours the interpreter was initially scheduled for by Language Access Coordinator.
- *Total Amount Billed*: Total # of hours x the hourly rate.

Important:

Travel time which occurs during the booking period is not billable.

II. Travel time & Mileage:

Mileage:

Rates are determined per I.C. §9-1603. Per Interpreter Policy Manual, mileage is paid after an interpreter has traveled more than 20 miles.

- *Travel to*: Provide the address where travel began and where travel ended.

- *Travel from:* Provide address where travel began and where travel ended.
- *Total # of miles billed:* calculate the number of miles traveled.
- *Total charged:* # of miles traveled x mileage fee.

Travel Time:

Travel time is paid when an interpreter travels more than 40 miles one-way.

Compensation for travel time is made at half the hourly rate.

- *Total charged:* # of hours traveled x traveled fee.
- *Total Amount:* Sum of sections A + B

III. Additional preauthorized expenses:

- Original receipt must be attached to the request for reimbursement. Requests cannot be processed without an original receipt.
- All pre-authorizations must be done in writing.

Invoice total:

- Total payment amount requested by the interpreter. (The same should be the sum of sections I, II, III).