

U.S. District Court for the Southern District of Indiana
 Court Interpreter Services
ADDITIONAL TRAVEL EXPENSES FORM

INTERPRETER'S NAME:	
Instructions To The Interpreter:	
(a) – (c) List amount for each meal, including tax and tips related to the meal. (d) Show daily lodging expense, including hotel taxes. (e) Show other expenses such as parking and baggage handling. (f) Calculate total across for each day.	

DATE	ITEMIZED TRAVEL EXPENSES						
	Meals			Lodging (d)	Other (e)	Description (for "Other" column (e) items, i.e. parking, baggage handling and other items)	TOTAL (f)
	Breakfast (a)	Lunch (b)	Dinner (c)				
Example: 8/1/08	5.50	8.75	18.25	97.00	6.00	Parking	\$135.50
							\$

Please calculate the "TOTAL" in Column "f" and transfer that figure to the "Additional Travel Expenses" box on Court Interpreter Services "Invoice".

