UNITED STATES DISTRICT COURT-Northern District of California
INTERPRETER EXTRAORDINARY EXPENSE REPORT (C) (REV. 2/ 3 /2012)

Original to be submitted within 30 days of date of service

Interpreter Name (please print): _____

Invoice Date: _____ **Language:** _____

(1) Airfare Please attach airfare itinerary and airfare receipts.	Travel Date(s)	Departure From	Departure To	Airfare	Taxes and /or booking fees	Airfare Subtotals
				$	$	$ 0.00
				$	$	$ 0.00
					Total Airfare Expense	$ 0.00

(2) Lodging Attach itemized hotel bill and hotel receipts.	Lodging Date(s)	Hotel Name (s)	Room Charge(s) Do not include Hotel taxes and Fees
			$
			$
			$
			$
			$
			$
		Total Lodging Expense	$ 0.00

(3) Meals and Incidental Expenses Attach itemized receipts by date on separate "Receipt Sheet" and make additional copies Fill out "Missing Travel Receipt Report" if claiming expenses without receipts, excluding tips.	Meals & Incidental Expenses Date(s)	Daily Meals Expenses			Incidental Expenses	Meals & Incidental Expenses Subtotals
		Breakfast (Include Tips for Meals)	Lunch (Include Tips for Meals)	Dinner (Include Tips for Meals)	Miscellaneous Tips (House Keeping/Hotel Valet)	
		$	$	$	$	$ 0.00
		$	$	$	$	$ 0.00
		$	$	$	$	$ 0.00
		$	$	$	$	$ 0.00
		$	$	$	$	$ 0.00
		$	$	$	$	$ 0.00
		$	$	$	$	$ 0.00
					Total Meal & Incidental Expenses	$ 0.00

(4) Miscellaneous Expenses Attach itemized receipts by date on separate "Receipt Sheet" and make additional copies Fill out "Missing Travel Receipt Report" if claiming expenses without receipts, excluding tips.	Date(s)	Miscellaneous Expenses					Miscellaneous Expenses Subtotals
		Hotel Taxes & Fees	Fees & Tips (Taxi, Porters, etc.)	Ground Transportation	Parking/ Tolls	Other	
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
						Total Miscellaneous Expenses	$ 0.00

Total Authorized Extraordinary Expenses		
	Enter (1) Total Airfare Expenses	$ 0.00
	Enter (2) Total Lodging Expenses	$ 0.00
	Enter (3) Total Meals and Incidental Expenses	$ 0.00
	Enter (4) Total Miscellaneous Expenses	$ 0.00
	Total Extraordinary Expenses Fill in the total amount in the "(C)Total Extraordinary Expenses Claimed" section of the Interpreter Invoice for the last day of service.	$ 0.00

CERTIFICATION

I certify under penalty of perjury that the foregoing is true and correct, and that I have not billed, nor will I bill any other federal court unit, FPD, or CJA attorney for the same period of service as represented by this claim.

Date: _____ Interpreter's Signature: _____

FOR OFFICIAL USE ONLY

I certify the above services were received and total claimed is proper for payment.

Date: _____ Interpreter Coordinator: _____

Date: _____ Certifying Officer: _____

PR _____ Voucher: _____

Receipt Sheet

Please complete one (1) Receipt Sheet per travel day and attach corresponding receipts by date.
To be submitted along with Extraordinary Expense Report Form (C).

Interpreter Name (please print): _____

Invoice Date _____ **Language:** _____

Expense Date: _____ **Type of Expense: (e.g. Meals, Incidental Expenses)** _____

AO 28A (Rev. 06/10)

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

MISSING TRAVEL RECEIPT REPORT

In Support of Travel Voucher for Justices and Judges of the United States

See: Guide, Vol. 19, Ch. 2 Travel Regulations for Justices and Judges, § 260.

Judicial Conference and IRS policy requires receipts, paid bills, or similar documentary evidence of:
(1) lodging expenses in any amount; or (2) other individual expenditures, such as taxi, airfare, meals, or parking, of $75 or more.
This form may be used to document one or more missing receipt(s) only if the vendor(s) cannot provide duplicate documentation.
In view of the Judicial Conference and IRS policy, the form should be used only as a last resort.
It should be submitted with the judge's travel voucher, form AO 28 (formerly known as "Form 28").

Name of Traveler _____

Date			
Amount			
Description of Expense(s)			
Form of Payment	❑ Cash ❑ Check ❑ Credit	❑ Cash ❑ Check ❑ Credit	❑ Cash ❑ Check ❑ Credit
Vendor Name			
Vendor Location			

Brief explanation for the absence of the receipt(s) or other supporting documentation:

The above mentioned receipt(s) is/are missing. The receipt(s) was/were lost or not obtained. I was unable to obtain duplicate receipt(s) from the vendor(s). The expense(s) reported above is/are included in my official Travel Voucher and was/were incurred in connection with official judiciary business.

Traveler _____ _____

Signature *Date*