

General Instructions: Fill out the Interpreter Billing Statement in its entirety. Use a separate Interpreter Billing Statement for each county, unless multiple assignments occur in different counties on the same day. Interpreter Billing Statements must be original. No faxes can be accepted. The OJD pays its vendors promptly, making payments within 30 days of receipt of the Interpreter Billing Statement.

Mileage Reimbursement Instructions: Interpreters working in the Oregon Courts shall follow the OJD Payment Protocols for Court Interpreters Paid from Mandated Payments. Non-certified interpreters or interpreters certified in any other state must have pre-authorization for mileage at the time the assignment is confirmed. Mileage is calculated from *city to city* using the current Oregon DAS mileage chart (<http://www.oregon.gov/ODOT/TD/TDATA/otms/docs/MileageChart.pdf>). For cities not on the DAS chart, mileage will be calculated using Google Maps, city to city. Please use a separate line for each calendar day. If other than round trip, record each city visited.

Travel Time Instructions: Interpreters working in the Oregon Courts shall follow the OJD Payment Protocols for Court Interpreters Paid from Mandated Payments. Non-certified interpreters or interpreters certified in any other state must have pre-authorization for travel time at the time the assignment is confirmed.

Travel Time formula: Number of miles X 1.2 ÷ by 60. Multiply the result by your travel time rate.

Other Expenses: Interpreters must have pre-authorization for any other expenses at the time the assignment is confirmed. Please submit originals of the expense receipts, taped to a separate piece of paper. Meal and TriMet receipts are not required.

Abbreviations for Counties	
Baker – BAK	Lake – LAK
Benton – BEN	Lane – LAN
Clackamas – CLA	Lincoln – LNN
Clatsop – CLT	Linn – LIN
Columbia – COL	Malheur – MAL
Coos – COO	Marion – MAR
Crook – CRO	Morrow – MOR
Curry – CUR	Multnomah – MCR
Deschutes – DES	Polk – PLK
Douglas – DOU	Sherman – SHE
Gilliam – GIL	Tillamook – TIL
Grant – GRA	Union – UNI
Harney – HAR	Umatilla – UMA
Hood River – HOO	Wallowa – WAL
Jackson – JAC	Wasco – WAS
Jefferson – JEF	Washington – WSH
Josephine – JOS	Wheeler – WHE
Klamath – KLA	Yamhill – YAM

Cancellation Policy: OJD will pay a cancellation minimum if an assignment cancels after 12pm two judicial days prior to the day of the assignment. Subsequent days of multiple day assignments are subject to this same cancellation agreement. Travel time is not reimbursable during blocks of time or minimums.

Interpreter Notes:

Please mail completed Billing Statements to:
 Court Interpreter Services
 1163 State Street
 Salem OR 97301

Contact the Court Interpreter Services Business Operations Manager with payment questions at (503) 988-3525

Visit us on the web at <http://courts.oregon.gov/CIS>