

# ANNOUNCEMENT

## **MILEAGE REIMBURSEMENT AVAILABLE TO COURT INTERPRETERS Effective Date: JULY 1, 2007**

### **WHO CAN CLAIM MILEAGE REIMBURSEMENT? HOW MUCH CAN I CLAIM?**

- Under the Hawai'i State Judiciary's new Court Interpreter Certification Program and related payment guidelines, court interpreters may claim reimbursement for mileage expenses at a rate of \$0.35 per mile for the actual miles traveled to and from the interpreter's home address and interpreting assignment site(s).

### **HOW DO I CLAIM MY REIMBURSEMENT?**

- Claims must be included on the "Invoice for Interpreting Services" form and timely submitted to the proper Court for processing.
- Mileage reimbursement claims will **ONLY** be processed if a **PHYSICAL** home address is recorded with the Judiciary's Office on Equality and Access to the Courts.

### **WHAT DO I DO IF THE OFFICE ON EQUALITY AND ACCESS TO THE COURTS DOES NOT HAVE MY PHYSICAL HOME ADDRESS ON FILE?**

- If you will be claiming mileage reimbursement and do not currently have a physical home address on file with the Office on Equality and Access to the Courts, you **MUST** submit a *signed, written letter* providing a physical home address, by mail or hand-delivery, to:

**Office on Equality and Access to the Courts  
426 Queen Street, B17  
Honolulu, HI 96813**

### **ANY QUESTIONS?**

Contact Office on Equality and Access to the Courts at (808) 539-4860.