

ANNOUNCEMENT

COURT INTERPRETER MILEAGE REIMBURSEMENT

**Increases to \$0.67/mile
Effective July 1, 2024**

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

- Mileage reimbursement rate is set at **\$0.67/mile**, effective **07/01/24**.
- Court interpreters may claim roundtrip mileage from their home address to the court assignment location and back, rounded up to the next whole mile.
- Use *Mileage Chart* to calculate your mileage reimbursement amount.

HOW DO I CLAIM MILEAGE REIMBURSEMENT?

- On the “Invoice for Interpreting Services” (Interpreter Invoice) form, Line 4, write in: Roundtrip miles, Location of court assignment, and Mileage reimbursement amount.
- Mileage reimbursement claims will only be processed if a residence address is recorded with the Judiciary’s Office on Equality and Access to the Courts (OEAC).

HOW DO I UPDATE MY RESIDENCE ADDRESS ON FILE?

- It is the interpreter’s responsibility to ensure that OEAC has their current contact information.
- Contact OEAC to update your address information.

**Office on Equality and Access to the Courts
Hawai’i State Judiciary
Phone: (808) 539-4860
E-mail: OEAC@courts.hawaii.gov**

MILEAGE WORKSHEET FOR: _____ Interpreter's Name



FROM HOME ADDRESS: _____ Interpreter's home address City, State Zip Code

TO COURT ASSIGNMENT:

Circuit	Court Location	Address	TOTAL ROUND-TRIP MILES		Rate (\$ per mile)	=	TOTAL MILEAGE PAYMENT (for invoice)
1 st Circuit O'ahu	Ka'ahumanu Hale (Circuit Court)	777 Punchbowl St., Honolulu, HI 96813	mi.	x	\$0.67	=	\$
	Ronald T. Y. Moon Jud. Complex (Family Court at Kapolei)	4675 Kapolei Parkway, Kapolei, HI 96707	mi.	x	\$0.67	=	\$
	Kauikeaouli Hale (Honolulu District Court)	1111 Alakea St., Honolulu, HI 96813	mi.	x	\$0.67	=	\$
	'Ewa/Pearl City District Court	870 Fourth St., Pearl City, HI 96782	mi.	x	\$0.67	=	\$
	Kāne'ohē District Court	45-939 Pookela St., Kaneohe, HI 96744	mi.	x	\$0.67	=	\$
	Wahiawā District Court	1034 Kilani Ave., Wahiawa, HI 96786	mi.	x	\$0.67	=	\$
	Wai'anae District Court (Kapolei)	4675 Kapolei Parkway, Kapolei, HI 96707	mi.	x	\$0.67	=	\$
	Administrative Driver's License Revocation Office (ADLRO)	American Savings Bank Tower #500 1001 Bishop St., Honolulu, HI 96813	mi.	x	\$0.67	=	\$
	Children's Justice Center	3019 Pali Hwy., Honolulu, HI 96813	mi.	x	\$0.67	=	\$
	Driver Education Office	1111 Alakea St., Honolulu, HI 96813	mi.	x	\$0.67	=	\$
2 nd Circuit Maui / Moloka'i/ Lāna'i	Hoapili Hale (Maui Courthouse)	2145 Main St., Wailuku, HI 96793	mi.	x	\$0.67	=	\$
	Lahaina District Court	1870 Honoapi'ilani Hwy., Lahaina, HI 96761	mi.	x	\$0.67	=	\$
	Hana District Court	Hana Cultural Center 4974 Uakea Rd., Hana, HI 96713	mi.	x	\$0.67	=	\$
	Moloka'i District Court	55 Makaena St., P.O. Box 284 Kaunakakai, HI 96748	mi.	x	\$0.67	=	\$
	Lāna'i District Court	312 Eighth St., Lanai City, HI 96763	mi.	x	\$0.55	=	\$
	Adult Client Services (Probation)	140 Hoohana St. #104, Kahului, HI 96732	mi.	x	\$0.67	=	\$
	Children's Justice Center	1773-A Wili Pa Loop, Wailuku, HI 96793	mi.	x	\$0.67	=	\$
	Driver Education Office	2145 Main St., Wailuku, HI 96793	mi.	x	\$0.67	=	\$
3 rd Circuit Hawai'i Island	Hale Kaulike (Hilo Courthouse)	777 Kilauea Ave., Hilo, HI 96720	mi.	x	\$0.67	=	\$
	Keahuolū Courthouse (Kona)	74-5451 Kamakaeha Ave. Kailua-Kona, HI 96740	mi.	x	\$0.67	=	\$
	South Kohala District Court (Waimea)	Waimea Civic Center 67-5187 Kamamalu St., Kamuela, HI 96727	mi.	x	\$0.67	=	\$
	Children's Justice Center – East HI	1290 Kinoole St., Hilo, HI 96720	mi.	x	v\$0.67	=	\$
	Children's Justice Center – West HI	77-6403 Nalani St., Kailua-Kona, HI 96740	mi.	x	\$0.67	=	\$
5 th Circuit Kaua'i / Ni'ihau	Pu'uhonua Kaulike (Kaua'i Courthouse)	3970 Ka'ana St., Lihue, HI 96766	mi.	x	\$0.67	=	\$
	Children's Justice Center	4473 Pahee St. #M, Lihue, HI 96766	mi.	x	\$0.67	=	\$

HOW TO USE THIS MILEAGE WORKSHEET:

STEP 1: Find the mileage from your house to the court using internet services.

- You can use Google Maps or another service. These instructions are for Google Maps.
- Click on  “Get Directions” icon in search bar at top of screen.
- Make sure the  “Driving” icon at the top left of the screen, is selected (it will be shaded).
- In the top box (“Choose starting point”), type in your home address, city, state, and zip code.
- In the bottom box (“Choose destination”), type in the court/program address from the chart.
- When you hit the “Enter” button after entering your destination address, it will automatically calculate mileage. Mileages for several different routes may be shown. **USE MILEAGE FOR SHORTEST ROUTE.**
- Multiply the mileage shown times 2 (for roundtrip), then round up to the nearest whole number, and then enter the result in “**Total Roundtrip Miles**” column.

STEP 2: Calculate the mileage reimbursement amount you can claim on your invoice.

- Multiply Total Roundtrip Miles by \$0.67/mile (mileage rate) and enter the result in “**Total Mileage Reimbursement**” column.

Step 3: Use this chart to complete the “Mileage” section of the *Invoice for Interpreter Services* form.

- To complete the Standard Invoice: Find the court location on this chart. Enter the “**Total Roundtrip Miles**” and “**Total Mileage Reimbursement**” amount from this chart on the *Standard Invoice* form.