

**CONTRACT COURT INTERPRETER REQUEST FOR PREAUTHORIZATION
OF OVERNIGHT ACCOMMODATIONS
NCAOC Office of Language Access Services (OLAS)**

Contract court interpreters must submit a new overnight accommodation request form in advance to OLAS for each court date for which an interpreter is needed in the matter(s) below and for which the interpreter is requesting reimbursement for overnight accommodations.

*The contract court interpreter must submit this request and receive an approval from OLAS prior to the date(s) of service and submit the approved request and itemized hotel receipt with his/her A-215 and A-216 in order to be reimbursed for lodging and per diem expenses.**

INSTRUCTIONS: Fill out the form completely. Submit the form one of the following ways:

1. Scan and email to: OLAS@nccourts.org
2. Mail to: Office of Language Access Services, PO Box 2448, Raleigh, NC 27602

Name and Physical Address of Interpreter:	Date of Request:
	County:
	Date(s) of Service:
	Estimated Duration:
SSN (last 4 Digits) or Tax ID:	Type of Case:
Email Address:	Case No(s):
Location of Assignment:	
<u>Interpreting Services Requested for:</u> <input type="checkbox"/> Specific Case <input type="checkbox"/> Morning Session <input type="checkbox"/> Afternoon Session <input type="checkbox"/> Full Day	<u>In Court:</u> <input type="checkbox"/> District Court <input type="checkbox"/> Superior Court <u>Out of Court:</u> <input type="checkbox"/> District Attorney <input type="checkbox"/> Public Defender <input type="checkbox"/> Assigned Counsel

*Please note that contract court interpreters will only be reimbursed for *approved* overnight lodging and per diem in the amount of the current state rate set out in the Travel Policy for the Judicial Department and the Administrative Office of the Courts. The policy and rates are updated periodically; the most current policy and rates in effect at the time the travel takes place will apply.

OLAS USE ONLY		
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:
Approved rate of reimbursement:		
Lodging: \$78.90 per night plus tax Per diem*: Breakfast: \$9.00, Lunch: \$11.80, Dinner: \$20.50		