

Invoice for Services Rendered

Please write the date the service for which you are seeking payment was rendered in the appropriate box.

Name of Hearing Officer: _____ Vendor Code: _____

In the matter of: _____ Case Number: _____

Pre-Hearing	Date		
Upon acceptance of case - \$100*			
Sufficiency hearing - \$175			
Mediation/Neutral Conference			
<ul style="list-style-type: none"> • First Day - \$350 • Second Day - \$125 			
Hearing	Date		
Pre-Hearing - \$150			
Hearing –			
<ul style="list-style-type: none"> • First Day - \$250 • Second Day - \$250 			
Post-Hearing	Date		
Prepare decision - \$250			
<ul style="list-style-type: none"> • Hearing Decision • Summary Judgment 			
Reconsideration - \$250			
Miscellaneous	Date	Details (mileage, time, other information necessary)	Payment (Less \$100.00 upon acceptance)
Mileage - \$0.505/mile**			Not Applicable
Travel time*** - \$30.00/hour, after first 2 hours*			
Training -			Not Applicable
<ul style="list-style-type: none"> • ½ day (four hours or less) - \$150.00 • Full day - \$300.00 			
OTHER - Describe			

Items not covered in this schedule - From time to time there may be an unusual situation that arises where a hearing officer is required to perform a hearing-related task for which no monetary reimbursement has been contemplated. In those situations, the department will consider reimbursement based on either the per diem rate, as set out for training, a flat fee rate analogous to one of the above rates or no payment as it determines is warranted by the situation.

**If travel involved or an unusual situation arises, this money will be applied to the amount before any additional payment is authorized.*

***Only with prior approval from the office of legislation and hearings*

****See explanation for upon acceptance of case – the \$30.00/hour, after the first two hours will NOT apply to first 2 hours of travel time – i.e. payment for 3 hour round trip will be \$30 not \$90.*

I certify that the action completed as indicated by the date written in the box is a true and accurate record of the work performed.

Signature

Date