

Interpreter Reference Guide (IRG) District of Nebraska

Overview

The purpose of this document is to provide the interpreter with current rate and contact information for the required interpreter contract.

Fees

Certified Interpreters (Rates Effective 01/01/2023)

Term:	Rate:
Daily Rate (more than 4 hours)	\$566.00
Half-Day Rate (4 hours or less)	\$320.00
Overtime Rate	\$80.00 per hour or part thereof

Professionally Qualified Interpreters (Rates Effective 01/01/2023)

Term:	Rate:
Daily Rate (more than 4 hours)	\$495.00
Half-Day Rate (4 hours or less)	\$280.00
Overtime Rate	\$70.00 per hour or part thereof

Language-Skilled Interpreters (Rates Effective 01/01/2023)

Term:	Rate:
Daily Rate (more than 4 hours)	\$350.00
Half-Day Rate (4 hours or less)	\$190.00
Overtime Rate	\$44.00 per hour or part thereof

Travel

Interpreters outside the local one-way commuting distance of 30 miles are eligible to receive reimbursement of travel expenses, in accordance with the *Judiciary Staff Travel Regulations*.

Mileage

Mileage Rate:	Effective Date:
\$0.70 cents per mile	January 1, 2025

Subsistence

Interpreters authorized to incur subsistence must itemize expenses on an actual-cost basis. Subsistence is limited to the actual hotel cost plus actual meals and incidental expenses (M&IE), with a combined total not to exceed the per diem rate of the locale. Itemized expenses up to a maximum M&IE rate of \$64 in Omaha and

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\$55 in Lincoln and North Platte are authorized when no lodging expenses are incurred. Any exceptions to these rates must be pre-approved by a court supervisor.

Location:	Max. Per Diem Rate:	Effective Date:
Omaha	\$202.00	January 1, 2025
Lincoln	\$178.00	January 1, 2025
North Platte	\$178.00	January 1, 2025

Other travel expenses

Round-trip airfare, taxi fares, lodging taxes, and parking fees are examples of reimbursable expenses for interpreters in travel status. (See *Judiciary Staff Travel Regulations* for further detail.)

Receipts required

Receipts for airline tickets, lodging, and all other expenses over \$50 must be included with the *Statement of Services* form.

Court contacts

General Questions/Invoices:

Finance Team
U.S. District Court - District of Nebraska
Administrative Services
111 S. 18th Plaza, Ste. 1152
Omaha, NE 68102-1322
Phone: (402) 661-7354
e-mail: neddb_accounts_payable@ned.uscourts.gov

Procurement/Contract Questions:

Terry Smedra
Procurement Specialist
Phone: (402) 661-7367

Aaron Janiak
Facilities & Procurement Technician
Phone: (402) 661-7365

Pat Williamson
Administrative Supervisor
Phone: (402) 661-7372

Background Check Questions:

Stacy Graham
Human Resources
Phone: (402) 661-5990
e-mail: usdchr@ned.uscourts.gov

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