

Examples of time sheeting and itemised invoices

Legal Counsel:

Note: Legal counsel typically record time in six-minute units. Although we do not require this, invoices will still require itemisation and a clear breakdown of the costs by the work undertaken.

Date	Lawyer	Milestone	Task	Hours	Hourly Rate	Amount
01/02/03	John Smith	Milestone of the work, e.g. Pre-hearing.	Task completed and brief description of purpose.	2	\$50	\$100
02/03/04	Jane Smith	Milestone of the work, e.g. Pre-hearing.	Task completed and brief description of purpose.	3	\$100	\$300

Project Managers:

Note: Project managers may also record their activity by day or week. Project managers must still record accurate hours and the tasks that were completed within those hours.

Date	Author	Milestone	Task	Hours Spent	Hourly Rate	Amount
01/02/03	Project Manager	Milestone of the work, e.g. Pre-hearing.	Task completed and brief description of purpose.	1	\$100	\$100
02/03/04	Project Manager	Milestone of the work, e.g. Pre-hearing.	Task completed and brief description of purpose.	2	\$100	\$200

Historians and Researchers:

Note: Historians may record their activity by day or week. Historians must still record accurate hours and the tasks that were completed within those hours.

Week ending	Author	Milestone	Task	Hours Spent	Hourly Rate	Amount
01/02/03	Historian	Milestone of the work, e.g. Pre-hearing.	Task completed and brief description of purpose.	1	\$100	\$100
02/03/04	Historian	Milestone of the work, e.g. Pre-hearing.	Task completed and brief description of purpose.	2	\$100	\$200

Travel and accommodation expenses:

Requests for travel reimbursements must include invoices/receipts to demonstrate the cost has been incurred. Narration for these costs must be included within the supporting itemised invoices/timesheets to describe the purpose of travel and how it directly supported the progression of the application with the High Court.

For reasonable mileage to be paid in reimbursement of use of a private vehicle, please record within itemised invoices/timesheets the purpose of travel and the number of kilometres travelled. For current mileage rates, please refer to Inland Revenue:

<http://www.ird.govt.nz/business-income-tax/expenses/mileage-rates/emp-deductions-allowances-mileage.html>