### Interpreter/CART Provider Timesheet

Name: 
Northeastern University ID#: 
Date: 
Email Address: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Assignment</th>
<th>Consumer</th>
<th>Code</th>
<th>Deaf-Blind</th>
<th>NU Rate</th>
<th>Hours</th>
<th>Subtotal</th>
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**Total Amount:** __________

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**OFFICE USE ONLY**

Subtotal DB DRC Paid hours ________ x Deaf-Blind Rate $___________ = $___________  
Subtotal DB Other Paid hours ________ x Deaf-Blind Rate $___________ = $___________  
Deaf-Blind Hours ___________ (497157)

Subtotal DRC Paid hours ________ x Regular Rate $___________ = $___________  
Subtotal Other Paid hours ________ x Regular Rate $___________ = $___________  
Regular Hours ___________ (495096)

Total Hours DRC Paid ________ DRC PAID $___________  
Total Hours Other Paid ________ OTHER PAID $___________  

Authorized Signature ____________________________
Instructions:

1) Use a separate line for each class or assignment interpreted.

2) In the “Assignment” column be as specific as possible
   a. Course number or name of course
   b. Title of campus event/lecture
   c. Name of Departmental meeting or event

3) Fill in the appropriate Assignment Code for each line.
   a. A – Academic. (classroom/tutoring/group projects for class/professor meeting)
   b. E – Event. (special lecture, Presidential address, comedy show, general audience)
   c. D – Departments. (meetings, workshops, seminars)

4) Indicate Yes or No if assignment was for a Deaf-Blind consumer.

5) Calculate work at NU for the day billing straight time from start to end time (back-to-back classes, meetings, etc) counting to the nearest ½ hour. If you only worked one assignment that day lasting less than 2 hours, follow the 2 hour minimum, billing to the ½ hour thereafter.

6) Email directly to Westina Fernandes at w.fernandes@neu.edu and please CC: Lauren Barr at l.barr@neu.edu each week by 4pm on Thursday in order to be paid the following Friday.