**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: ____________**

**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 – Academic. (classroom/tutoring/group projects for class/professor meeting)
   E – Event. (special lecture, Presidential address, comedy show, general audience)
   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 Lindsey Ganey (l.ganey@northeastern.edu).