



## Interpreters / Translation Fees

The following fees are applicable with effect from **1 September 2013** onwards.

### NRPSI / NRCPD / ITI Registered:

HOURS	DAY 0600-2200	NIGHT 2200-0600	SATURDAY 0600-2200	SATURDAY NIGHT 2200-0600	SUNDAYS/BANK HOLIDAYS 0600-0600
0.25	7.50	10.00	10.00	11.25	11.25
0.50	15.00	20.00	20.00	22.50	22.50
1	30.00	40.00	40.00	45.00	45.00
2	60.00	80.00	80.00	90.00	90.00
MINIMUM*	60.00	80.00	80.00	90.00	90.00
Please note: Interpreting fee will be paid to the nearest minute					
Travel Time	£14 per hour, to the nearest quarter hour				

\* *Minimum payment will **not apply** to any attendance that lasted less than two hours if the travel time payment, mileage/travel expenses and Interpreting time combined, exceed the relevant minimum pay. The minimum payment **includes** the mileage and travel expenses.*

Examples:

**1) Not eligible for minimum payment:**

Travel time (2hrs) = £28

100 miles round trip @ 0.40p/mile = £40

1 ½ hour attendance = £45

Total = £113 (this exceeds the minimum payment so the minimum payment WILL NOT apply)

Total paid = £113

**2) Eligible for minimum payment:**

Travel time (15 mins) = £3.50

8 miles round trip @ 0.40p/mile = £3.20

1 ½ hour attendance = £45

Total = £51.70 (this does not exceed the minimum payment so the minimum payment WILL apply)

Total paid = £60.00 (minimum payment)

### Independent Local Language Advisors:

HOURS	DAY 0600-2200	NIGHT 2200-0600	SATURDAY 0600-2200	SATURDAY NIGHT 2200-0600	SUNDAYS/BANK HOLIDAYS 0600-0600
0.25	£3.75	£5.00	£5.00	£5.63	£5.63
0.50	£7.50	£10.00	£10.00	£11.25	£11.25
1	£15.00	£20.00	£20.00	£22.50	£22.50
2	£30.00	£40.00	£40.00	£45.00	£45.00
MINIMUM*	£30.00	£40.00	£40.00	£45.00	£45.00

Please note: Interpreting fee will be paid to the nearest minute

Travel Time £14 per hour, to the nearest quarter hour

Where an interpreter is requested to speak to the victim / witness or offender on the telephone to make arrangements to attend or update the crime the amount payable is £15 per call

**Mileage Payments:**

£0.40 per mile (car)

£0.24 per mile (motorcycle)

£0.20 per mile (pedal cycle)

Payments for travel time and mileage will be made for the most direct route that can be established by the accredited route finder ([www.theaa.co.uk](http://www.theaa.co.uk)). In the event that a detour is necessary and extra time/mileage is claimed as a result a written explanation should be submitted with the claim. Public transport and parking expenses will be reimbursed at cost on provision of official receipts (standard class travel).

Face-to-face interpreting for several people in range is classed as one continuous assignment and should be claimed on one claim form. The payment will be made in line with the total attendance time.

**Cancellation Policy**

Cancellation fees will be in line with a minimum payment that will include any travel expenses if incurred and it will apply to an assignment that had been cancelled within 24 hours prior to the booking time. Such claim will be clearly marked as a “cancellation fee” claim and it will be authorised by the person who made the booking.

If the interpreter is informed of the cancellation 24 hours or more prior to the date (not time) of the assignment, then there will no payment made. If the cancellation is less than 24 hours prior to the date (not time) of the assignment, then the interpreter will be entitled to claim a minimum 2 hours.

If the cancellation is after the interpreter attends the appointed place for the assignment, then the interpreter will be entitled to claim for the whole of their time or a minimum of 2 hours, whichever is the greater, plus travelling and any other incurred expense (against receipts).

**Written Translation**

From English into Non-English and from Non-English into English. Charge is per word with a minimum payment of £25.00.

Category of work Non-Technical	- £ 53 per 1000 words
Category of work Technical words	- £ 82.00 per 1000
Minimum payment for written translation	- £ 25.00

Example: Non-technical	
765 words = £53.00 ÷ 1000 x 765 = £40.55	
Example: Technical	
1050 words = £82.00 ÷ 1000 x 1050 = £86.10	

Translation of a witness statement is classed as non-technical translation and is considered as a continuation of interpreting assignment. Interpreters will submit only one claim form both for assisting in an interview of a witness and for further translation of the statement into English if applicable.

Albanian	LCE	German	LBL	Mandarin	LBQ	Tigrinia	LCG
Arabic	LBY	Greek	LBM	Polish	LBP	Turkish	LCA
Bangladesh	LBB	Hungarian	LCL	Portuguese	LBO	Urdu/Punjabi	LBZ
Bengali	LCC	Iraqi	LBK	Romanian	LBN	Vietnamese	LCF
Bulgarian	LCB	Iraqi/Kurdish/Sorani	LBX	Russian	LBJ	Miscellaneous	LDC
Cantonese	LBW	Italian	LCD	Sign Language	LBG		
Czech	LBV	Japanese	LCJ	Slovak	LCI		
Dari	LCP	Latvian	LBV	Spanish	LBE		
Farsi	LBT	Lithuanian	LBS	Swedish	LCH		
French	LBR	Malaysian	LCY	Thai	LBI		