

Payment & Expense Reimbursement Guidelines

General Information

In order to receive payment for services or reimbursement from the State of Arkansas, a completed, signed W-9 must be submitted prior to invoicing for services and be compliant with the payment requirements below. Any change of address requires an updated W-9 form. All completed W-9 forms need to be submitted to apdc.providers@arkansas.gov or faxed to 501-682-9073. You can find a blank W-9 at www.arkansas.gov/apdc/providers/index.html.

Payment Requirements

All forms below in *italic* can be found at www.arkansas.gov/apdc/providers/index.html.

Sequential steps for payment of services

1. Court determined indigency is a pre-requisite to the following steps.
2. Complete a *Request for Professional Services Expenditures* form and send by email to apdc.providers@arkansas.gov or fax to 501-682-9073 Attn: Debbie Bumpass
 - a. Upon appointment/approval you will receive a written **Professional Services Authorization**, that you will need to sign and fax to Debbie Bumpass **prior** to any work being performed
 - b. The case # in the upper right hand corner of the Professional Services Authorization will be reflected in the payment voucher and can be used for invoice reconciliation or reference
 - c. Professional Services Authorization example – see exhibit A
3. All providers must have a completed W-9 form on file reflecting current address
4. An 'Order to Pay', signed and filed by the Court at case disposition or Order for Interim Payment on capital cases, signed and filed by the Court – see exhibit B
5. Itemized invoice – see exhibit C
 - a. Mailing address: ADPC, 101 East Capitol, S-201, Little Rock, AR 72201
 - b. Email address: apdc.providers@arkansas.gov
 - c. Fax number: 501-682-9073

Attorney Certification Information

Any attorney appointed through the APDC must be certified. Proof of certification by the Arkansas Public Defender Commission is **required** prior to attorney appointment or payment.

- For minimum qualifications - <http://www.arkansas.gov/apdc/news/qualifications.html>
- For certification forms <http://www.arkansas.gov/apdc/Forms/index.html>

Mileage Documentation

Below are the instructions for documenting mileage for private vehicle travel. On invoices, please separate travel on individual line items, indicate the **from** and **to** destinations and the odometer readings.

Example #1 – I’m traveling from Little Rock to Jonesboro on business for a couple of days, conducting business locally and then returning back to the office in Little Rock.

- Step 1 – Log odometer reading, then drive to Jonesboro, conduct business
- Step 2 – Upon return from Jonesboro, log odometer reading
- Step 3 – Pull up the mileage chart on APDC website
Utilize the Mileage chart for in-state mileage compilation at www.arkansas.gov/apdc/providers/index.html
- Step 4 – Find mileage from Little Rock to Jonesboro -- 133

	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI
Johnson													
Jonesboro	174.6												
Judsonia	204.1	106.5											
Kensett	103.9	132	222.1										
Kibler	103.9	132	222.1	202.1									
Lake City	123.7	236.9	22.4	169.9	79.3	106.7	209	233	115.5				
Lake Hamilton	227.4	23	69.7	73	240.8	38.8	182.5	260.5	187.6	241.4	48.6	59.3	292.1
Lake Village	300.8	75.5	86.5	89.8	255.7	72.3	172.8	151.6	202.5	256.4	79.6	53.6	282.4
Lamar	29.3	222.1	200.1	205.6	67.6	230.0	163.2	312	64.0	80.3	244.4	261.6	303.5
Lawaca	199.3	114.6	40.1	37.5	154.3	128.7	72.7	136	95.5	154.9	145.1	130.4	147.3
Leachville	0	259.4	216	213.5	54.2	266.2	181.3	319.9	82.9	71.6	273.7	289	271.1
Lepanto	249.9	0	75.4	78.7	251.1	15.2	202.8	236.7	207.9	261.7	32.6	36.7	312.4
Lewisville	215.5	75	0	3.3	170.4	89.1	112.8	164.4	117.2	171.1	105.5	90.8	222.4
Little Rock	213.1	78.3	3.3	0	168.1	92.4	110.1	161.8	114.9	168.7	108.8	94.1	219.7
Hot Springs	53.9	261.8	170.5	168	0	279.8	135.2	274.4	54.9	19.4	275.9	300.8	217.6
Hot Springs Village	266.1	16.2	89.4	92.7	279.5	0	221.2	233.8	226.3	280.2	17	21.1	330.8
Hoxie	181.3	206.7	112.5	109.9	136.2	223.7	0	156.2	97.9	122.6	217.5	219.8	93.1
Hughes	319.4	237.8	164.3	161.8	274.4	234.6	155.1	0	221.2	275	228.2	210.6	148.8
Huntsville	82.9	288.8	117.3	114.9	64.7	228.8	97.9	221.3	0	56.3	222.9	247.8	192.1
Jacksonville	71.3	262.8	171.5	169	19.4	280.8	122.6	275.7	55.7	0	268.3	301.8	187.9
Johnson	275.4	32.6	105.8	109.1	276.5	17	218.1	228.3	223.3	268.9	0	26.4	292.7
Jonesboro	288.6	36.7	91	94.3	300.8	21.1	217.9	209.7	247.6	301.5	26.4	0	327.5
Judsonia	270.8	313	222.2	219.6	217.6	331	93.1	148.7	192.1	187.9	292.1	327.1	0
Kensett	23.1	271.1	217.1	214.7	49.7	206.9	178.4	321	92.9	60.1	291.2	309.7	272.2
Kibler	19.3	261.5	235	232.5	72.9	277.3	210.7	338.8	99.7	90.3	274.1	300.1	290
Lake City	192.5	133	54.2	51.6	147.4	163	58.6	126	94.2	138.7	159.2	159.5	133.2

- Step 5 – Invoice line item looks like this
 - 7/9/2012 – Traveled from Little Rock to Jonesboro 2.25 hrs 133 miles Odo – 59555
 - 7/9/2012 – Interviewed family 5.00 hrs
 - 7/10/2012 – Reviewed records at courthouse 3.00 hrs
 - 7/10/2012 – Traveled from Jonesboro to Little Rock 2.25 hrs 133 miles Odo - 59856
 - Vicinity travel 35 miles

Example #2 - I’m traveling from Little Rock to Varner for a meeting and returning the same day. Note – you will notice that Varner is NOT on the mileage chart provided, so you will need to choose the nearest destination on the chart.

- Step 2 – Log odometer reading, then drive to Varner, conduct meeting
- Step 2 – Return to Little Rock, log odometer reading
- Step 3 – Pull up the mileage chart on APDC website
Utilize the Mileage chart for in-state mileage compilation at www.arkansas.gov/apdc/providers/index.html
- Step 4 – Find mileage from Little Rock to Gould (nearest town on chart) – 76
- Step 5 – Invoice line item looks like this
 - 7/9/2012 – Meeting with client at Varner 1.50 hrs
 - 7/9/2012 – Traveled from LR to Gould (Varner) 1.25 hrs 76 miles Odo – 59900
 - 7/9/2012 – Traveled from Gould (Varner) to LR 1.25 hrs 76 miles Odo - 60052
 - Vicinity miles 0

**STATE OF ARKANSAS
TRAVEL REGULATIONS
Effective Date
November 1, 2011**

Excerpt – Rule 2

Limits for Meals and Lodging

Please note that travel reimbursement is **NOT** a per diem, and is to be claimed for **ACTUAL EXPENSES FOR MEALS AND LODGING NOT TO EXCEED THE MAXIMUM ALLOWABLE RATES AS LISTED IN THE FEDERAL TRAVEL DIRECTORY PLUS APPLICABLE SALES TAX.**

Lodging rates per the Federal Travel Directory EXCLUDE room tax and should be exceeded only by the room tax amount unless special authorization is given in writing by the travel administrator of the agency justifying the need to exceed the standard reimbursement rate. Requests for special authorization to reimburse for meals without an overnight stay must be approved in writing by the administrative head of the agency. The special authorization memo must show the benefit to the State to justify the expense. See the Federal Travel Directory at: <http://www.gsa.gov/portal/category/100000>.

- Meal reimbursement is allowed only in connection with **overnight travel**...(see link above)
- Reimbursement for lodging is limited to the single room rate...
- Private vehicle mileage shall be reimbursed and computed, using map mileage... (see instructions on the previous pages)

Excerpt – Appendix C

The rates for reimbursement for mileage as established by the Chief Fiscal Officer of the State are as follows:

- Private vehicle mileage **\$ 0.42** cents per mile (effective 3/01/2009)

Exhibit 'A'

Arkansas Public Defender Commission Authorization for Professional Services

Attorney/Expert:	Appointed Fax:	Case ID:
Date Authorized:	Expenditure Type:	
Client:	Docket:	
Charges:	Case Type:	
	District:	
Judge:	Judge Fax:	
Managing PD:	Managing PD Fax:	
Requesting Attorney:	Requesting Attorney Phone:	
Notes:	Requesting Attorney Fax:	

The following schedule of fees has been established by the Arkansas Public Defender Commission (APDC) and will apply to this appointment. The hourly rate paid will be determined by the Executive Director within these established ranges:

Hourly Compensation Table

Attorneys	Per Hour	Investigators/Interpreters	Per Hour	Expert Witnesses
Capital – Death Penalty	\$90 - \$110	Investigators	\$40 - \$45	Paid at negotiated rate
Homicide Class A or Y Felony	\$70 - \$90	Interpreters	\$40 - \$45	Authorized & approved by
Other Felony	\$60 - \$80			Executive Director
District, Juvenile or Probate	\$50 - \$80			
Travel Hours paid at ½ rate		Travel Hours paid at ½ rate		Travel paid at negotiated rate
Professional Services will not be paid without prior written authorization.				
<i>Secretarial/Administrative services will not be paid.</i>				

Mileage reimbursements will be paid at the rate set by the State of Arkansas. For required documentation for reimbursements please proceed to www.arkansas.gov/apdc/providers/index.html.

Eligible *expenses* **must** adhere to the requirements at the following link to be considered for reimbursement: www.arkansas.gov/apdc/providers/index.html. (i.e. – itemized receipts) Only expenses for the above authorized person or business will be reimbursed per state procedures. Expense reimbursement is at the discretion of the Executive Director of the APDC.

Any payment from state funds is contingent upon verification by the APDC that (1) the professional service is eligible for payment, (2) approval procedures have been followed, and (3) sufficient funds are available. Should it become necessary, based upon balances within the fund, payments may be amended or delayed at the direction of the Executive Director of the APDC.

Professional Service providers accepting this appointment, should sign below and return via facsimile to 501-682-9023 or 501-682-9073.

I have received and reviewed the foregoing and accept appointment in this case.

Signature

For further information, please contact Jacque Alexander or Debra Bumpass
101 E. Capitol S-201, Little Rock, AR 72202 Ph-501-682-9070, Fax 501-682-9023 or 501-682-9073

Exhibit 'B'

An 'Order to Pay' signed by judge and filed by court is a pre-requisite for payment of attorney services. A filed 'Order to Pay' must be submitted along with the itemized invoice and supporting documentation for request for payment of services. The necessary components or ingredients to the 'Order to Pay' are listed below.

- Defendants Name and Case number
- Order must state that defendant is/was indigent and that an attorney was appointed by the Arkansas Public Defender Commission
- Name of attorney
- Case has concluded (i.e. – case disposition)
- Arkansas Public Defender Commission is ordered to pay

