

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 cindy.witherell@arkansas.gov or faxed to 501-682-9073. You can find a blank W-9 at apdc.arkansasadmin.net/forms/.

Payment Requirements

All forms below in *italic* can be found at apdc.arkansasadmin.net/forms/.

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 robert.o.thompson@arkansas.gov or fax to 501-682-9073 Attn: Robert Thompson
 - a. Upon appointment/approval you will receive a written **Professional Services Authorization**, that you will need to sign and fax to Robert Thompson **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: Robin.Green@arkansas.gov
 - c. Fax number: 501-682-9073

Attorney Certification Information

Any attorney that is employed or 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 and certification forms - apdc.arkansasadmin.net/forms/

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.

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 – Pull up the mileage chart on APDC website

Utilize the Mileage chart for in-state mileage compilation at apdc.arkansasadmin.net/forms/

- Step 2 – Find mileage from Little Rock to Jonesboro -- 133

	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI
	Jones	Jonesboro	Jones	Kensett	Kibler	Lake City	Lake Hamilton	Lake Village	Lamar	Lawaca	Leachville	Lepanto	Lewisville
95	Hot Springs	174.6	204.1	106.5	103.9	132	222.1	6.6	154.8	91.3	118.7	211.5	218.1
96	Hot Springs Village	162	218.9	104	101.4	123.7	236.9	22.4	169.9	79.3	106.7	209	233
97	Hoxie	227.4	23	69.7	73	240.8	38.8	182.5	250.5	187.6	241.4	48.6	59.3
98	Hughes	300.8	75.5	86.5	89.8	255.7	72.3	172.8	151.6	202.5	256.4	79.6	53.6
99	Huntsville	23.3	223.1	200.1	205.0	87.0	230.0	102.2	212	84.0	90.2	244.4	261.0
100	Jacksonville	199.3	114.6	40.1	37.5	154.3	128.7	72.7	136	96.5	154.9	145.1	130.4
101	Johnson	0	250.4	216	213.5	54.2	266.2	161.3	319.9	82.9	71.6	273.7	269
102	Jonesboro	249.8	0	75.4	78.7	281.1	16.2	202.8	236.7	207.9	261.7	32.6	38.7
103	Judsonia	215.5	75	0	3.3	170.4	89.1	112.8	184.4	117.2	171.1	105.5	90.8
104	Kensett	213.1	78.3	3.3	0	168.1	92.4	110.1	161.8	114.9	168.7	108.8	94.1
105	Kibler	53.9	261.8	170.5	168	0	279.8	135.2	274.4	54.9	19.4	275.9	300.8
106	Lake City	266.1	16.2	89.4	92.7	279.5	0	221.2	233.8	226.3	280.2	17	21.1
107	Lake Hamilton	181.3	205.7	112.5	109.9	135.2	223.7	0	155.2	97.9	122.6	217.5	219.8
108	Lake Village	319.4	237.8	164.3	161.8	274.4	234.6	155.1	0	221.2	275	228.2	210.6
109	Lamar	82.9	208.8	117.3	114.9	54.7	226.8	97.9	221.3	0	55.3	222.9	247.8
110	Lawaca	71.3	262.8	171.5	169	19.4	280.8	122.6	275.7	55.7	0	268.3	301.8
111	Leachville	275.4	32.6	105.8	109.1	276.5	17	218.1	228.3	223.3	268.9	0	26.4
112	Lepanto	288.6	36.7	91	94.3	300.8	21.1	217.9	209.7	247.6	301.5	26.4	0
113	Lewisville	270.8	313	222.2	219.6	217.6	331	93.1	148.7	192.1	187.9	292.1	327.1
114	Lincoln	23.1	271.1	217.1	214.7	49.7	286.9	178.4	321	92.9	60.1	291.2	309.7
115	Little Rock	19.3	261.5	235	232.5	72.9	277.3	210.7	338.8	99.7	90.3	274.1	300.1
116	Little Rock	192.5	133	54.2	51.6	147.4	163	58.6	126	94.2	138.7	159.2	159.5

- Step 3 – Invoice line item looks like this
 - 7/9/2012 – Traveled from Little Rock to Jonesboro 2.25 hrs 133 miles
 - 7/9/2012 – Interviewed family 5.00 hrs
 - 7/10/2012 – Reviewed records at courthouse 3.00 hrs
 - 7/10/2012 – Vicinity miles (local travel outside home county) 20 miles
 - 7/10/2012 – Traveled from Jonesboro to Little Rock 2.25 hrs 133 miles
- Step 4 – If you have vicinity miles, you must keep odometer readings and provide that detail on your invoice.

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 1 – Travel from Little Rock to Varner, conduct meeting
- Step 2 – Return from Varner to Little Rock
- Step 3 – Pull up the mileage chart on APDC website
 - Utilize the Mileage chart for in-state mileage compilation at apdc.arkansasadmin.net/forms/
- 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
- 7/9/2012 – Traveled from Gould (Varner) to LR 1.25 hrs 76 miles

Meal and Other Expense Documentation

Eligible meals and other expenses must be accompanied by an itemized receipt. Summary credit card receipts (Visa, American Express, MasterCard, Card statements, etc.) are **not** eligible or accepted.

- Alcoholic beverages will **NOT** be reimbursed
- Eligible meals for individual traveler only, in connection with overnight travel

Example Receipts

<div style="border: 2px solid orange; border-radius: 10px; background-color: #004d00; color: white; padding: 5px; display: inline-block; margin-bottom: 10px;">Approved</div> <div style="margin-top: 20px;"> <p style="text-align: center;">KFC STORE I.D. 6410010 1052 HWY 62 WEST POCAHONTAS, AR 72455 870-892-4692</p> <p style="text-align: center;">MANAGER KEITH JUNKERSFIELD</p> <p>REG 1 ORDER STORE 910011 195</p> <p>DATE: 5/08/12 TIME: 11:42AM</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1 BUF DAY</td> <td style="width: 50%; text-align: right;">6.49</td> </tr> <tr> <td>1 M-PEPSI</td> <td style="text-align: right;">1.79</td> </tr> <tr> <td colspan="2">SUBTOTAL</td> </tr> <tr> <td>TAX</td> <td style="text-align: right;">.85</td> </tr> <tr> <td>EA IN TOTAL</td> <td style="text-align: right;">9.13</td> </tr> <tr> <td colspan="2">CASH TEND</td> </tr> <tr> <td>CHANGE</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td></td> <td style="text-align: right;">10.87</td> </tr> </table> </div>	1 BUF DAY	6.49	1 M-PEPSI	1.79	SUBTOTAL		TAX	.85	EA IN TOTAL	9.13	CASH TEND		CHANGE	20.00		10.87	<div style="border: 2px solid red; border-radius: 10px; background-color: #cc0000; color: white; padding: 5px; display: inline-block; margin-bottom: 10px;">Not Approved</div> <div style="margin-top: 20px;"> <p style="text-align: center;">DONS STEAKHOUSE 1511 MARKET DRIVE POCAHONTAS AR 72455 870-248-8223</p> <p>Merchant ID: 000004987200 Term Id: 00673916 Ref #: 0004</p> <p style="text-align: center;">Sale</p> <p>VISA Entry Method: Swiped</p> <p>Amount: \$ 16.52</p> <p>Tip:</p> <p>Total:</p> <p>05/08/12 20:07:27</p> <p>Inv #: 000084 Appr Code: 209398</p> <p>Apprvd: Online Batch#: 000530</p> </div>
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**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: www.gsa.gov/travel-resources.

- 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 Attorney Assignments and/or Authorization of Professional Services Expenditures

Date Authorized:	mm/dd/yyyy	CaseID:	1234 - 12345
Provider:	Provider Name	Address:	
Phone:	(xxx)xxx-xxxx		
Fax:		email:	
Client:	Client Name	Expenditure Type:	Private Attorney
Charges:	Aggravated robbery - F/Y Hind appr/pros – F/Y	Docket.:	xxCR-xx-xxxx
		Case Type:	Felony
		District:	xx
Judge:	Name of Judge		
Managing PD:	Name of Mgr PD	Judge Fax:	(xxx) xxx-xxxx
Requesting Atty:	Requester Name	Managing PD Fax:	(xxx) xxx-xxxx
Req Atty Phone:	(xxx) xxx-xxxx	Req Atty Fax:	(xxx) xxx-xxxx
Notes:			

Arraignment set for October 4, 2021 at 8:30am in Division 1

- Investigator and Expert Witnesses services will not be paid without prior written approval.
- Secretarial or Administrative services will not be paid.
- The cost of Appeals are not paid by the Public Defender Commission.

- This expert is approved for up to \$. If additional sums become necessary, attorney shall submit a supplemental request PRIOR to additional work being performed.
- Mileage reimbursements may require odometer readings and will be paid at the rate set by the State of Arkansas.

Any other expenses must be accompanied by an original itemized receipt and other documentation, and will be paid at the discretion of the Executive Director of the Public Defender Commission. Only expenses for the above authorized person or business will be reimbursed per state procedures. Please sign the attached authorization and return via facsimile to 501-682-9073 prior to beginning work on this case.

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

Signature of Provider

Exhibit 'B'

An 'Order to Pay' signed by judge and filed by court is a pre-requisite for payment of attorney services. Below we have provided a preferred template for you to utilize. It can be located on our website at apdc.arkansasadmin.net/forms/.

The 'Disposition Report & Order to Pay' must be submitted along with the itemized invoice and supporting documentation for request for payment of services.

DISPOSITION REPORT AND ORDER TO PAY

Instructions: In cases where private attorneys are appointed to represent indigent defendants, other than capital cases, payment for legal services will be paid when the case has concluded. This form must be presented by the Appointed Attorney **prior** to payment of legal fees or expenses. It may be used to replace the 'Order to Pay' if signed by the appropriate Judge and file marked. This form must be accompanied by an itemized invoice. In capital cases, once the case has concluded, this form should be used to notify the Commission of the case closure.

All fields are required.

Defendant Name: _____

Case Number: _____ District: _____ County: _____

Case ID/Auth ID: ____ - ____ (this is found at the top of the Attorney Assignment/Authorization for Professional Services form)

Judge: _____ Disposition Date: _____

Original Charges/Class

Charges/Class at Disposition

_____	_____
_____	_____
_____	_____

Type Disposition: _____ Appointed Attorney: _____

Attorney's address: _____

Attorney's email address: _____ Phone Number: _____

Order to Pay

The Court finds that a disposition has been entered in this case and that services were provided as indicated above. The Arkansas Public Defender Commission is hereby authorized and directed to pay for services rendered as reflected in the accompanying invoice(s).

Date _____ Judge _____

Exhibit 'C'

Invoice Date: July 25, 2012

Attorney Name
Case #
State vs. Client

Month	Date	Billing Type	Hours	Travel Hrs	Mileage	Odometer
June	6/18/2012	Draft Entry of Appearance and Fax	0.2			
	Jun-12	Draft Motion for Disco and Fax	0.2			
		PC with client	0.2			
	6/27/2012	PC w/court	0.2			
	6/28/2012	PC w/court	0.2			
	6/28/2012	Draft letter to court and fax	0.3			
	6/28/2012	Draft letter to client	0.2			
	7/9/2012	Draft letter to client	0.2			
	7/9/2012	Review discovery	0.4			
	7/11/2012	PC w/client	0.1			
	7/11/2012	Draft letter to judge: motion for cont	0.4			
	7/12/2012	Draft letter to clerk; fax to clerk, court and pa	0.3			
	7/20/2012	Travel from LR to Batesville		1.75	93	50010
	7/20/2012	Travel from Batesville to LR		1.75	93	
	7/20/2012	Vicinity Miles - Batesville			29	50225
		Court hearing and meet with client	1.0			
	7/23/2012	Draft letter and order for court	0.3			
	Totals		4.2	3.5	215	