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 501-682-9085. You can find a blank W-9 at https://apdc.arkansasadmin.net/forms/.

Payment Requirements

All forms below in *italic* can be found at https://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 501-682-9085 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 appointed through the APDC must be certified. Proof of certification by the Arkansas Public Defender Commission is **required** prior to attorney appointment or payment.

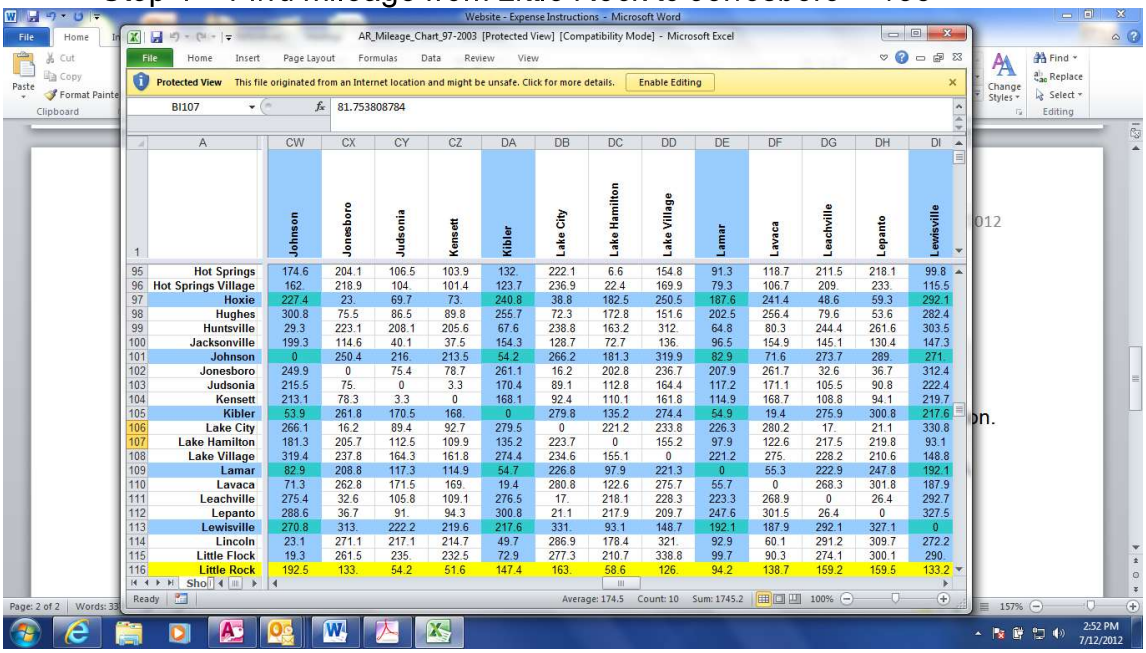
- For minimum qualifications and certification forms https://apdc.arkansasadmin.net/forms/

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 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 https://apdc.arkansasadmin.net/forms/
- Step 4 – Find mileage from Little Rock to Jonesboro -- 133



		Johnson	Jonesboro	Judsonia	Kensett	Kibler	Lake City	Lake Hamilton	Lake Village	Lamar	Lavaca	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	99.8
96	Hot Springs Village	162.	218.9	104.	101.4	123.7	236.9	22.4	169.9	79.3	106.7	209.	233.	115.5
97	Hoxie	227.4	23.	69.7	73.	240.8	38.8	182.5	250.5	187.6	241.4	48.6	59.3	292.1
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	282.4
99	Huntsville	29.3	223.1	208.1	205.6	67.6	238.8	163.2	312.	64.8	80.3	244.4	261.6	303.5
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	147.3
101	Johnson	0	250.4	216.	213.5	54.2	266.2	181.3	319.9	82.9	71.6	273.7	289.	271.
102	Jonesboro	249.9	0	75.4	78.7	261.1	16.2	202.8	236.7	207.9	261.7	32.6	36.7	312.4
103	Judsonia	215.5	75.	0	3.3	170.4	89.1	112.8	164.4	117.2	171.1	105.5	90.8	222.4
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	219.7
105	Kibler	53.9	261.8	170.5	168.	0	279.8	135.2	274.4	54.9	19.4	275.9	300.8	217.6
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	330.8
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	93.1
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	148.8
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	192.1
110	Lavaca	71.3	262.8	171.5	169.	19.4	280.8	122.6	275.7	55.7	0	268.3	301.8	187.9
111	Leachville	275.4	32.6	105.8	109.1	276.5	17.	218.1	228.3	223.3	268.9	0	26.4	292.7
112	Lepanto	288.6	36.7	91.	94.3	300.8	21.1	217.9	209.7	247.6	301.5	26.4	0	327.5
113	Lewisville	270.8	313.	222.2	219.6	217.6	331.	93.1	148.7	192.1	187.9	292.1	327.1	0
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	272.2
115	Little Flock	19.3	261.5	235.	232.5	72.9	277.3	210.7	338.8	99.7	90.3	274.1	300.1	290.
116	Little Rock	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 https://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 Odo – 59900
  - 7/9/2012 – Traveled from Gould (Varner) to LR 1.25 hrs 76 miles Odo - 60052
  - Vicinity miles 0

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

Approved

KFC
STORE I.D. G410010
1052 HWY 62 WEST
POCAHONTAS, AR 72455
870-892-4692

MANAGER
KEITH JUNKERSFIELD

REG 1 ORDER 195 STORE 910011
DATE: 5/08/12 TIME: 11:42AM

1 BUF DAY 6.49
1 M-PEPSI 1.79

SUBTOTAL 8.28
TAX .85
EAT IN TOTAL 9.13

CASH TEND 20.00
CHANGE 10.87

$1,000 GIVEAWAY ON BACK! | $1,000 GIVEAWAY ON BACK! | $

Not Approved

DONS STEAKHOUSE
1511 MARKET DRIVE
POCAHONTAS AR 72455
870-248-0223

Merchant ID: 000004937200
Term Id: 00673916 Ref #: 0084

Sale

VISA Entry Method: Swiped

Amount: $ 16.52
Tip:
Total:

05/08/12 20:07:27
Inv #: 000084 Appr Code: 20939B
Apprvd: Online Batch#: 000530

Customer Copy

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: https://www.gsa.gov/perdiem .

- 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 **$ 0.52** 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. *Secretarial/Administrative services will not be paid.*				

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. The perferred template can be found on our website at https://apdc.arkansasadmin.net/forms/

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	