

SAMPLE OF COMPLETED FORM

Legal Communication Access Fund (LCAF)

Itemized Cost Worksheet



You **MUST** provide itemized receipts and an invoice from the service provider (if applicable) with protected information redacted, if necessary. This form must be submitted with the LCAF Reimbursement Request form.

***Requestor’s Name:** Perry Mason

***Organization Name:** Perry Mason Law Firm

***Date(s) of Service:** July 3, 2022

CATEGORY	Dollar Amount
Portal to Portal Expenses (travel time)	\$200.00
Mileage Reimbursement	\$78.98
Per Diem for meals, incidentals	\$0.00
Lodging	\$0.00
Actual Interpreting Time for Assignment (include invoice from provider)	\$100.00
CART services (include invoice from provider)	\$0.00
Other (specify below)	\$0.00
TOTAL	\$378.98

Other:

**required fields*