**ANNEX 2 — REQUEST FOR INTERIM FEE AND EXPENSE ALLOWANCE**

**FEES:**

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Interim Fee Request Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Interim Fees Already Awarded and Paid to Date $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Retainer Already Credited to Date $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Interim Period of Service Covered by this Request \_\_\_\_/\_\_\_\_/\_\_\_\_\_to\_\_\_\_/\_\_\_\_/\_\_\_\_\_

5. Hours of Services Performed this Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Average Hourly Rate for this Period $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Interim Fees Requested for this Period $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Remaining Retainer to be Credited for this Period $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Net Payment Requested for this Period $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPENSES:**

1. Interim Expense Request Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Expenses Reimbursed to Date Pursuant to Interim Award(s) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Expense Reimbursement Requested for this Period $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Breakdown of Item No. 3 Total:

 a. Travel Expense $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. Postage $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 c. Photocopies (max. 10¢/pg.) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 d. Express Mail/Messenger $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 e. Overtime Charges $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 f. Other Expenses (Itemize):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LBF 2016-1B (Eff. 11/1/16)