

GLENBROOK HIGH SCHOOLS

REPORT ON JURY DUTY INCOME & EXPENSE

Employee's Name: _____ ID# _____ Location: _____

Number of days served on Jury Duty: _____ County: _____

Dates served: _____

REMUNERATION RECEIVED:

Fee Paid \$ _____

Travel Paid \$ _____

Total Remuneration \$ _____

ADDITIONAL EXPENSES:

Mileage (_____ @ _____ cents/mile) \$ _____

Train Fare \$ _____

Parking & Tolls \$ _____

Meal \$ _____
(Not to exceed the per diem rate authorized by Board Policy)

Other \$ _____

Total Additional Expenses \$ _____

AMOUNT DUE TO GLENBROOK HIGH SCHOOLS * \$ _____
(Check enclosed)

- **If expenses exceed remuneration**, employee keeps the jury duty check. Please attach a copy of the Jury Duty check/advice to this form as well as any applicable expense receipts.
- **If remuneration exceeds expenses**, the difference is due to the district. Please keep your jury duty check and send the District the difference in the form of a personal check. DO NOT send cash! Please attach a copy of the Jury Duty check/advice to this form as well as any applicable expense receipts.

Employee Signature

Date Filed

BUSINESS OFFICE USE

- Account # and copies for deposit
- Employee check copied/attached to form

Business Office Representative / Date Reconciled