

# 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