

FEDERAL JURY DUTY RECONCILIATION WORKSHEET

Employee Name: _____

Position: _____ Work Location: _____

Date of Jury Duty: _____

Location of Jury Duty: _____

Please complete the following information regarding your service on jury duty. You are required to pay the district the balance of your pay from the court, less your expenses for mileage, parking fees, and meals.

A. Amount of check from the court: \$ _____

B. Expenses:

- Mileage (*Note: The mileage rate per mile is equal to the approved District rate at the time of jury duty*).

Number of Miles @ _____ \$ _____
(per mile rate)

- Parking fees: \$ _____

- Meals: \$ _____

Total Expenses: \$ _____

C. Subtract the total expenses from above from the amount on Line A, enter the difference on Line C. \$ _____

NOTE: If the amount of Line A is greater than expense, enter the amount due to the District (Checks payable to Lee's Summit R-VII School District). If Line A is less than Line B, enter zero on Line C--no amount is due the District.

After completing this form, please attach the following items to this form and send to Human Resources, Stansberry Leadership Center:

- A copy of the jury duty check
- A check for amount due District, if any

For questions, please contact 816.986.1002.

Implemented: 05/19/2016