

JURY DUTY LEAVE REQUEST FORM

West Geauga Local Schools

EMPLOYEE NAME: _____

DATE(S) OF JURY SERVICE: _____

A) AMOUNT OF CHECK FROM COURT TO EMPLOYEE: \$ _____
(Endorse your check and send it to the Treasurer's Office)

B) ROUND TRIP MILEAGE (home to court and back): \$ _____
(_____ miles X _____ number of days) Treasurer's Ofc will calculate

C) COST OF MEALS (original receipts required) \$ _____

D) COST OF PARKING (original receipt required) \$ _____

SUBTRACT LINES "B-D" FROM LINE "A" AND ENTER HERE \$ _____
Treasurer's Ofc will calculate

**A check will be issued to the employee to cover their expenses.
(Not to exceed the court reimbursement.)**

Signature of Employee

Date

Signature of Administrator

Date