

**COMPTROLLER POLICY MANUAL**

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|  | <b>POLICY: CMP 305</b>                    |
|   | Section: 300 Deposits of University Funds |
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|   | Responsible office: Comptroller           |
|   | Origination date: 01/01/2000              |
| <b>Subject: Jury Duty Reimbursement</b>   | Effective date: 03/14/2000                |
|   | Revision date: 4/28/2015                  |

**SOURCES**

University Policy, NAU Personnel Policy 4.08 - Leaves

**BACKGROUND**

An employee called upon for service as a jury member or as a material witness, unless related to the employee's business or personal matters, must be granted leave sufficient to provide the subject service. Any employee who receives a fee as a juror in accordance with A.R.S. 12-303 shall either remit such fee to the institution or have an equal amount deducted from his/her pay. Reimbursements for travel expenses may be retained by the employee. [NAU Personnel Policy 4.08](#).

**CMP 305: Jury Duty Reimbursement**

NAU employees, who have received reimbursement for jury duty service while on jury duty leave from the University, shall deposit the reimbursement to [the Student and Departmental Account Services \(Student Accounts\)](#) at the cashier window in the Gammage building. Employees should not remit to the university any reimbursement received for travel related to the jury service.

| Jury Duty                 | Amount Reimbursed                               | Amount to Deposit At NAU Fee Payment Services |
|---------------------------|---|---|
| Flagstaff Municipal Court | \$15.00 per day (includes \$3.00 for mileage)   | \$12.00                                       |
| Superior Court            | \$12.00 per day (plus 30 cents per mile)        | \$12.00                                       |
| Federal Court (Prescott)  | \$40.00 per day plus mileage and accommodations | \$40.00                                       |

Jury duty reimbursement will be deposited to the following PeopleSoft Financials account:

Dept: 1700020  
 Fund: A100  
 Program: S001  
 Account: 555500

**Additional Information:**

For additional information on NAU jury duty policy, please contact the [NAU Human Resources Office](#).