

COMPTROLLER POLICY MANUAL

	POLICY: CMP 305
	Section: 300 Deposits of University Funds
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Jury Duty Reimbursement	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: 1700100
 Fund: 1500
 Program: W001
 Account: 555500

Additional Information:

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