



TO: Personnel and Finance Committee

FROM: Joseph D. Darcangelo, Deputy Zoo Director

DATE: 9-19-2022

Request for Exception to Ch. 20 (Employee expenses claimed outside of 60 day window) for Laura Weiner.

Laura Weiner's April meal/conference reimbursement claim was submitted by her within the 60 day window and reviewed by Joseph Darcangelo. However, the paper claim form which was sent via inter office mail, was either misplaced or never arrived at the Controller's office. It wasn't until after the 60 day window did we begin looking into why Laura's reimbursement was not received.

Administrative staff will provide communication and guidance related to the reimbursement submission process, and begin checking claim forms were received by the Controller's office prior to the 60 day window to prevent this from happening again.

It is requested that an exception to Ch. 20 be made for Laura Weiner's April 2022 meal/conference reimbursement claim form which totals \$148.00.