
INTEROFFICE MEMORANDUM

TO: MARGARET KROHN

FROM: RON CHANCE

SUBJECT: REIMBURSEMENT FOR FABIOLA HAMDAN; EXCEPTION TO COUNTY ORD. 20.08

DATE: 11/28/22

CC: ASTRA IHEUKUMERE, CONNIE BETTIN, FABIOLA HAMDAN, THOMAS MALONE

I am writing today to ask for an exception to Co. Ord. 20.08 to issue an \$93.75 reimbursement check for Fabiola Hamdan .

Ms. Hamdan submitted the required paperwork and documentation for this reimbursement payment back on October 28, 2022 which was due on November 1st. I signed and submitted this on the same date, but must have inadvertently placed it in the wrong folder. As a result, her mileage reimbursement for the month of August was not processed in time. I take full responsibility for this.

The original request and receipt are attached to the corresponding email sent to all parties above.

Thanks for your time and attention to this matter,

Ron Chance, Community Programs Manager

(Prevention and Early Intervention Division, DCDHS)