

MEMO

TO: Margaret Krohn

FROM: Jill Stimart

DATE: 2/2/22

REGARDING MILEAGE REIMBURSEMENT

This memo is to address two late submissions for mileage reimbursement, October and November of 2021. I apologize for this delay. I am a part time worker and do not have many entries in a one month period, in addition to the COVID restrictions and working from home. I have submitted October and November forms to my supervisor Kristen Ryan, along with December's mileage, who has signed and sent them to Tom Malone.

I appreciate your time regarding this matter

Thank you,

Jill Stimart