

May 10, 2021

MEMORANDUM

TO: Personnel and Finance

FROM: Amanda DePagter, Director of Facilities and Services

SUBJECT: Mileage Expense Reimbursement

Steve Hutchinson submitted a mileage reimbursement form for expenses incurred for work related travel in his personal vehicle from February 1 through February 28, 2021. The mileage expense reimbursement form was filled out on April 20, 2021 and sent via email for signature of approval and submission. When the mileage reimbursement form was brought to my attention due to a lack of reimbursement on May 10, 2021, I reviewed my emails and discovered the form was never signed and resubmitted by myself. The form is now signed by me for approval, dated May 10, 2021, and due to Chapter 20.08 which requires that reimbursements be submitted within 60 days, I am submitting this memorandum to accompany the reimbursement form.

By way of this memo, we are seeking approval of an exception to Chapter 20.08, since this oversight was not the employee's mistake, so he may be reimbursed for his expenses. The total amount is \$134.55.

If you need any additional information, please let me know.

Attachments – Copy of Employee Reimbursement Form for February 2021