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MEMORANDUM

DATE: December 12, 2025

TO: Personnel and Finance Committee

FROM: Katie Gibson

SUBJECT: **Request for Exception to Ch. 20 (Employee expenses claimed outside of the 60-day window)**

Personnel and Finance – Request for Exception to Co. ordinance 20.08 60-Day Reporting Deadline – Public Health. Katie Gibson – August 2025 Mileage.

In August 2025, I drove 35 miles during the course of performing my job duties. I completed and signed my mileage form on 10/24/2025. Due to the date of my submission, my supervisor was not provided with enough time to review, sign and submit prior to the end of the 60-day window on 10/27/2025. My mileage form was not submitted to the clerk until 11/3/2025, which resulted in missing the 60-day deadline. My apologies for the delay in submission. I will complete the mileage claim forms in a timelier manner in the future.

As my mileage submission was outside of the 60-day window, I am respectfully requesting this committee to authorize payment (\$24.50) for the miles driven in August 2025. Thank you all for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Katie Gibson".

KATIE GIBSON, RN, BSN, CLC (pronouns: she/her/hers)

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