

MEMORANDUM

DATE: September 19, 2025

TO: Personnel and Finance Committee

FROM: Ana Jimenez-Diaz

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

Hello,

In July 2025, I drove 414 miles while performing my job duties, totaling a reimbursement request of \$289.80. I submitted my mileage form to my supervisor at the end of August; however, because it was sent close to the 60-day submission deadline, the processing time unfortunately placed it outside the required window.

I respectfully request the committee's consideration in authorizing payment for these miles, as they were directly related to fulfilling my work responsibilities. I sincerely apologize for the delay and any inconvenience it may cause. Moving forward, I will ensure that mileage claim forms are submitted well within the required timeframe to avoid this issue in the future.

Thank you for your time and consideration of this request.

Sincerely,

Ana Jimenez-Diaz
Disease Intervention Specialist