
INTEROFFICE MEMORANDUM

TO: MARGARET KROHN

FROM: MICHAEL BRUCE

SUBJECT: REIMBERSEMENT FOR LISA HEMAUER; EXCEPTION TO COUNTY ORD.
20.08

DATE: 3/23/2023

CC: ASTRA IHEUKUMERE, CONNIE BETTIN, RON CHANCE, THOMAS
MALONE

I am writing today to ask for an exception to Co. Ord. 20.08 to issue a \$116.25 reimbursement check for Lisa Hemauer for her December 2022 mileage.

Lisa submitted her mileage reimbursement form on January 17th 2023. This is one of two mileage submissions this month that I somehow lost track of. Since I supervise 18 employees, I process these requests as soon as I get them to stay on top of things. While this hasn't happened before or since, I have a new process in place to make sure this doesn't happen again. Since Lisa did everything she was expected to do and this was my mistake, I am requesting this reimbursement.

I have included Lisa's December 2022 mileage request in this email. Please let me know if you have any questions.

Thanks for your time and attention to this matter,

Michael Bruce (JFF Supervisor)