

March 4, 2020

MEMORANDUM

TO: Personnel and Finance

FROM: Amanda DePagter, Director of Facilities and Services

SUBJECT: Mileage Expense Reimbursement

Steve Hutchinson submitted mileage expenses incurred for work related travel in his personal vehicle from December 2 through December 20, 2019. The mileage expense reimbursement form was filled out on February 17, 2020 and sent Inter-D from Northport Human Services to the City County Building for signature of approval and submission. Unfortunately, I did not receive the expense reimbursement form until March 2, 2020, at which time I signed it and submitted it. The form was denied by the Controller's office, who received it on March 3, 2020, due to Chapter 20.08 which requires that reimbursements be submitted within 60 days.

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 \$187.92.

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

Attachments – Copy of Employee Reimbursement Form for December 2019