



DIRECTOR – ASTRA IHEUKUMERE
DIVISION ADMINISTRATOR – ANGELA VELASQUEZ
ADRC MANAGER – JENNIFER FISCHER

MEMO

TO: Personnel and Finance Committee
CC: Angela Velasquez, Division Administrator
Jennifer Fischer, ADRC Manager
Ann Miller-Holman, ILSP Supervisor

FROM: Babette Wine, ILSP Care Coordinator

DATE: June 18, 2024

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

In March 2024, I drove 403 miles during the course of performing my job duties. Unfortunately, although I submitted my mileage form to my part-time supervisor at the end of March, she inadvertently delayed my mileage form submission until June 14, 2024. Given this is outside of the 60 day window I am respectfully requesting this committee to authorize payment (\$270.01) for these miles driven. My apologies for the oversight and we will jointly submit the mileage claim forms in a timelier manner in the future. Thank you all for your consideration of this request.

Respectfully,

A handwritten signature in cursive script that reads 'Babette F. Wine'.

Babette F. Wine
ILSP Care Coordinator