

TO: PERSONNEL AND FINANCE/MARGARET KROHN

FROM: ISMAEL OZANNE, DISTRICT ATTORNEY

SUBJECT: REIMBURSEMENT FOR JOEL LEWIS; EXCEPTION TO COUNTY ORD.
20.08

DATE: 07/18/2023

I am writing today to ask for an exception to Co. Ord. 20.08, reporting within 60 days to issue a \$170.30 reimbursement check to Joel Lewis for his April 2023 mileage.

Joel Lewis submitted his mileage reimbursement form to his supervisor Melvin Juette on 6/6/23, which was within the required 60 days, however, his supervisor failed to get it to the Department Head for approval/processing before the supervisor went out on a medical leave, so it did not get submitted to the Controller's office within the required 60 days.

Thanks for your time and attention to this matter,