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REGISTER IN PROBATE**

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February 19, 2020

MEMORANDUM

TO: Personnel and Finance

FROM: Carlo Esqueda, Clerk of Courts

SUBJECT: Conference Fees Reimbursement

Lorena Severson-Domke submitted travel expenses for three conferences she attended to meet compliance with her Social Worker license on September 16, 2019, September 30, 2019 and October 18, 2019. All three were submitted on the appropriate travel expense forms in November, 2019. Unfortunately, once she submitted them to the Clerk of Court's office for payment, they were inadvertently filed away prior to payment. Once this was discovered, they were submitted for payment to the Controller's office but denied 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 she may be reimbursed for her expenses. The total amount is \$555.

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

Attachments