

MEMO: 12/29/2023

To: Personal and Finance Committee

From: Kayla Stevens of the ADRC

Regarding: August/Sept 2023 Mileage

I was late submitting my mileage for the past months due to work schedule and prioritizing case work notes over mileage. I generally do try my best to get this in on time and would appreciate an exception this time if possible. Thank you for your consideration.

Sincerely,

Kayla Stevens