

MEMO

To: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS, Angela Velasquez, Administrator

From: Sarah McCollum

Date: 6/21/2024

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

Reason: I submitted my mileage for March 2024 to my part time supervisor Ann Miller Holman on March 29, 2024 via email. Ann inadvertently forgot to submit the mileage to the appropriate people. I am requesting that I still be reimbursed for the mileage, as I did turn it into my supervisor in the appropriate timeframe. Thank you for your consideration.

Sarah McCollum