

MEMORANDUM

DATE: September 19, 2025

TO: Personnel and Finance Committee

FROM: Veronica C Jones

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

Hello,

Finance Committee – Request for Exception to Co. ordinance 20.08 60 Day Reporting Deadline

Public Health. Veronica C. Jones September 2025

“I was unclear on the process to submit reimbursement documents because I was under the impression that my supervisor would be the one to submit it to the budget and finance department upon signing them. However, when I reached out in August about the status of my reimbursement it was revealed that it was never submitted to budget and finance due to misunderstanding and miscommunication about the process there forth this action led to me submitting to the clerk late and this caused us to miss the deadline. Therefore, I am submitting this memo to submit my reimbursement past the 60-day window to receive reimbursement for March Claim in the amount of \$33.60, April Claim in the amount of \$114.80 and May Claim in the amount of \$240.80.

The total amount for all three months combined is \$389.20

Thank you in advance.

Warm Regards,

Veronica C. Jones

Violence Intervention Emergency Response Specialist-Outreach