

MEMORANDUM

DATE: August 28, 2024

TO: Personell and Finance Committee

FROM: Myranda Phelps-McGuire

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

Hello,

In April 2024 I drove 93 miles while performing my job duties. Unfortunately, there were delays in getting added as a vendor in the MUNIS system. May 2024 was the first month that PHMDC went live with submitting expense claims through the County and delays in the process were common at that time. The clerk was also at full capacity working on the annual Budget process and this took priority over processing expense claims. Both of those factors contributed to the late submission, and we've since improved on our process. Thank you for considering my request.

Sincerely,

Myranda Phelps-McGuire
Public Health Specialist