



DATE: June 4, 2025

TO: Personnel & Finance Committee

FROM: Julie Gallagher, Administrative Services

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of 60-day window) for Adam Ussher, Assistant Corp. Counsel – Airport Services

The reimbursement request for Adam Ussher's attendance at the ACI-NA General Counsel Forum at the end of January 2025 was submitted for signature and processing on March 24, 2025. The deadline was April 1, but it was not received in the Controller's office until April 7. While this was inadvertently submitted close to the deadline, this is the first and only time in at least five (5) years this has happened at the airport.

We respectfully request an exemption to Chapter 20 be made for this employee reimbursement for Corp. Counsel Adam Ussher in the amount of \$109.07