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**INTEROFFICE MEMORANDUM**

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**TO:** MARGARET KROHN

**FROM:** MICHAEL BRUCE

**SUBJECT:** REIMBERSEMENT FOR KRISTEL TATUS; EXCEPTION TO COUNTY  
ORD. 20.08

**DATE:** 3/23/2023

**CC:** ASTRA IHEUKUMERE, CONNIE BETTIN, RON CHANCE, THOMAS  
MALONE

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I am writing today to ask for an exception to Co. Ord. 20.08 to issue a \$155.63 reimbursement check for Kristel Tatus for her December 2022 mileage.

Kristel submitted her mileage reimbursement form on January 11th 2023. This is one of two mileage submissions this month that I somehow lost track of. Since I supervise 18 employees I process these requests as soon as I get them to stay on top of things. While this hasn't happened before or since, I have a new process in place to make sure this doesn't happen again. Since Kristel did everything she was expected to do and this was my mistake, I am requesting this reimbursement.

I have included Kristel's December 2022 mileage request in this email. Please let me know if you have any questions.

Thanks for your time and attention to this matter,

Michael Bruce (JFF Supervisor)