

## MEMORANDUM

DATE: February 28, 2025

TO: Personnel and Finance Committee

FROM: Camille Vazquez

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

Hello,

Personnel and Finance – Request for Exception to Co. ordinance 20.08 60 Day Reporting Deadline – Public Health, October 2024.

Hello, I am reaching out to you to request October Reimbursement. I don't submit for reimbursement very often and missed a step. I now have it very clear and am hopeful that it won't happen again.

Kindly,

Camille Vazquez  
Public Health Aide

