



SHELBY SLAVEN
Director of Administration

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May 26, 2026

TO: Personnel & Finance Committee

FROM: Michelle Goldade
Administrative Manager

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of 60-day window) for Anita Lease

Anita Lease's February mileage reimbursement claim was submitted to her supervisor within the 60-day window. However, the form was inadvertently misplaced after it was submitted.

It is requested that an exception to Ch. 20 be made for Anita Lease's February 2026 mileage reimbursement claim form which totals \$136.30.