

MEMORANDUM

DATE: February 19, 2026

TO: Personell and Finance Committee

FROM: Liliana Lema

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

Personnel and Finance – Request for Exception to Co. ordinance 20.08 60 Day Reporting Deadline – Public Health. Liliana Lema, November 2025.

I sincerely apologize for submitting this reimbursement request past the 60-day deadline. This was completely my mistake. I accidentally placed the receipt in a different file, thinking I had already submitted it in my supervisor's folder. Unfortunately, I only realized the error after the deadline had passed. The mileage being reimbursed is for the month of November 2025, and due to this filing error, it was not submitted on time. I take full responsibility for the oversight and truly regret the inconvenience this may cause.

I respectfully ask this Committee for your consideration and understanding in accepting this late submission. The total reimbursement amount is \$141.40. Thank you very much for your time, patience and support.

Sincerely,

Liliana Lema

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