

MEMORANDUM

DATE: September 11, 2024

TO: Personnel and Finance Committee

FROM: Merta Maaneb Myrick

SUBJECT: **Request for Exception to Ch 20 (Employee Expense claimed outside 60 day window)**

I am requesting my mileage for work \$79.73 during the month of April 2024 be paid. I was notified by our Budget and Finance accounting staff that this was rejected due to submission past the 60 day deadline.

The explanation I was given is:

‘There were delays in getting Merta added as a vendor in the MUNIS system. This was due to May being the first month that PHMDC went live with submitting expense claims through the County – we faced delays with vendor processing. The clerk was also at full capacity working on the annual Budget process and this took priority over processing expense claims. Both of these unique factors contributed to the late submission and we’ve since improved on our process.

Thank you for your understanding and considering this request.

Merta Maaneb Myrick, RN, MSN, MPH, IBCLC