

## MEMORANDUM

DATE: August 2, 2024

TO: Personnel and Finance Committee

CC: Bonnie Armstrong, Director of Environmental Health  
John Hausbeck, Environmental Health Services Supervisor

FROM: Jacqueline Schramm, LTE Sanitarian

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

In April 2024, I drove 244 miles during the course of performing my job duties. My mileage form was completed and signed on 5/6/2024. Unfortunately, PHMDC's accountant was unable to review and submit it in the needed timeframe. My mileage form was not submitted until 7/17/2024. Given this is outside of the 60-day window, I am respectfully requesting this committee to authorize payment (\$163.48) for these miles driven. My apologies for the oversight and the accountant will submit the mileage claim forms in a timelier manner in the future.