

11/19/2024

Dear Personnel and Finance Committee:

This memo is to seek approval to pay Tisha Butler's July 2024 mileage reimbursement late. Tisha is an employee in Human Services and I am her direct Supervisor. She submitted it to me before the due date and I missed it and take responsibility for this not being processed on time. I apologize for my error.

Thanks,

Angela Sadler

TSSF Social Work Supervisor