



Legislation Text

File #: 18-467, Version: 1

**MEMORANDUM**

**TO:** BOARD OF SUPERVISORS  
**FROM:** CRYSTAL MARKYTAN, SOCIAL SERVICES DIRECTOR  
**DATE:** JUNE 05, 2018

**SUBJECT:** Approve a Travel Claim Reimbursement for Hotel Bill Incorrectly Charged on Personal Credit Card in the amount of \$276.76; and authorize the Chair to sign.

**EXECUTIVE SUMMARY:**

On January 16, 2018, social worker Joy Long spent two nights in Davis, CA while she was attending training for her job. Upon check-in, the hotel requested her personal credit card for incidentals. Ms. Long was not aware that the hotel charged her personal card until April 6, 2018. She filed a claim for reimbursement a few days later. The County policy states that a claim is forfeit if submitted after 60 days. I am requesting that you reconsider in this instance, and allow Ms. Long to receive her claim for \$276.76.

**FISCAL IMPACT:** X None \_\_ Budgeted \_\_ Non-Budgeted

Estimated Cost: 0  
Amount Budgeted: 0  
Additional Requested: 0  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):**

None.

**STAFFING IMPACT (if applicable):**

None.

**RECOMMENDED ACTION:**

Approve a Travel Claim Reimbursement for Hotel Bill Incorrectly Charged on Personal Credit Card in the amount of \$276.76; and authorize the Chair to sign.

Thank you for your consideration.