COUNTY OF LAKE

Legislation Details (With Text)

File #:	18-010	**Version:** 1	**Name:**	
Type:	Action Item		**Status:**	Agenda Ready
File created:	1/4/2018		**In control:**	BOARD OF SUPERVISORS
On agenda:	1/23/2018		**Final action:**	
Title:	Authorize Waiver of County Policy and Procedure, Section 15 - Travel Policy Section 1.4F, Claiming Requirements for the Reimbursement to Saul Sanabria in the amount of $232.33			
Sponsors:	Health Services			
Indexes:				
Code sections:				
Attachments:	1. Saul Sanabria Travel Expense Claim, 2. Saul Sanabria Expense Claim .2			

Date	Ver.	Action By	Action	Result

MEMORANDUM

TO: BOARD OF SUPERVISORS

FROM: Denise Pomeroy, Health Services Director

DATE: January 23, 2018

SUBJECT: Authorize Waiver of County Policy and Procedure, Section 15 - Travel Policy Section 1.4F, Claiming Requirements for the Reimbursement to Saul Sanabria in the amount of $232.33

EXECUTIVE SUMMARY:

Lake County Health Services is requesting the Board to waive Section 1.4F of the County Travel Policy requiring travel reimbursement claims to be filed within
60 days of the date the expense was incurred. The total cost of Mr. Saul Sanabria's claim for reimbursement is $232.33.

The Department is requesting reimbursement of the attached travel claim as the amount being requested is a substantial personal expense to the staff member. Mr. Sanabria was unable to present the reimbursement due to a lengthy personal absence. Therefore, the Department feels that as this is a substantial amount for reimbursement, the employee should not be penalized due to the 60 day claiming requirement.

FISCAL IMPACT: __ None X_Budgeted __Non-Budgeted
                Estimated Cost:
                Amount Budgeted: $232.33

Additional Requested:
Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): N/A

STAFFING IMPACT (if applicable): N/A

RECOMMENDED ACTION: Authorize Waiver of County Policy and Procedure, Section 15 - Travel Policy Section 1.4F, Claiming Requirements for the Reimbursement to Saul Sanabria in the amount of $232.33