



Legislation Details (With Text)

File #: 18-467 **Version:** 1 **Name:**
Type: Action Item **Status:** Agenda Ready
File created: 5/22/2018 **In control:** BOARD OF SUPERVISORS
On agenda: 6/5/2018 **Final action:**
Title: 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.
Sponsors: Social Services
Indexes:
Code sections:
Attachments: 1. Travel Claim_Long, 2. Hotel Bill_Long

Date	Ver.	Action By	Action	Result
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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.