



Legislation Text

File #: 17-238, Version: 1

MEMORANDUM

TO: HONORABLE BOARD OF SUPERVISORS

FROM: Diane C. Fridley, Registrar of Voters

DATE: March 14, 2017

SUBJECT: Approve Late Travel Claim for Elections Officer from the November 8, 2016 Presidential General Election in the total amount of \$7.80; and authorize the Auditor to process payment

EXECUTIVE SUMMARY:

I would like to request that your Board waive Section 1.4F of the County's Travel Policy requiring travel reimbursement claims to be filed within 60 days of the date the expense was incurred. In addition, I would like to request that your Board approve the mileage claim for Election Officer Kathryn Perry who served on a Precinct Board on Election Day, November 8, 2016 and who incurred mileage expense in connection with the Presidential General Election.

Due to the heavy workload of the November 8, 2016 Presidential General Election, staff did not begin processing the Election Officers' payroll and mileage claims until after the Election results were certified on December 6, 2016. As a result of the delay, it was discovered more than thirty (30) days after the Presidential Election was certified that there were several mileage claim forms that were missing Election Officer's signatures. The attached claim form could not be submitted for payment until the Election Officer returned her signed form to this office for processing. This office received Ms. Perry's signed mileage claim form on February 21, 2017, which has resulted in the failure of this office to submit the mileage claim form to the Auditor's office within the 60-day timeframe for submission and payment.

I am attaching Kathryn Perry's mileage claim form for your Board's consideration. I would like to request approval from your Board to authorize the Auditor's office to pay Kathryn Perry's late mileage claim form in the amount of \$7.80. The amount requested for payment of the mileage claim was included in the Registrar of Voters/Elections Department's 2016-2017 FY Budget.

Attachment

FISCAL IMPACT: ☐ None ☒ Budgeted ☐ Non-Budgeted
Estimated Cost:
Amount Budgeted:

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

FISCAL IMPACT (Narrative): Budgeted

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION: Approve Late Travel Claim for Elections Officer from the November 8, 2016 Presidential General Election in the total amount of \$7.80; and authorize the Auditor to process payment