



Legislation Text

File #: 18-078, Version: 1

MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: Denise Pomeroy, Health Services Director
DATE: February 6, 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 \$68.00; and authorize the Chair to sign.

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 \$68.00.

This claim was inadvertently left off the agenda item submitted for reimbursement on January 23, 2018. 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 the employee should not be penalized due to the 60 day claiming requirement.

FISCAL IMPACT: ___ None ☒ Budgeted ___ Non-Budgeted
Estimated Cost:
Amount Budgeted: \$68.00
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 \$68.00; and authorize the Chair to sign.