



Legislation Text

File #: 18-495, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Crystal Markytan, Director LCDSS

DATE: 06/12/2018

SUBJECT: Approve a Late Travel Claim Reimbursement for Out of State Airfare to Social Worker Supervisor Sandra Miller in the amount of \$1095.92 to pick up a Dependent Child

EXECUTIVE SUMMARY:

On the evening of Friday, February 2, 2018, Social Worker Supervisor Sandra Miller purchased two airline tickets for February 3, 2018 for Social Worker Robin Moritz and herself to travel out-of-state to pick up a dependent child and bring the child back to California. Ms. Miller's Program Manager, Kim Costa, approved this transaction. Upon return from her trip, Ms. Miller submitted her claim. Ms. Miller then took a new job outside the agency on 3/16/2018. She recently contacted her previous supervisor to say that she had not received her reimbursement for these airline tickets. Deputy Director Amber Davis attempted to locate her original claim and was unsuccessful. I am resubmitting Ms. Miller's claim on her behalf and requesting that you approve the reimbursement for \$1,095.92.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost: \$1095.92

Amount Budgeted: \$1095.92

Additional Requested: \$0.00

Annual Cost (if planned for future years): \$0.00

FISCAL IMPACT (Narrative):

None.

STAFFING IMPACT (if applicable):

None.

RECOMMENDED ACTION:

Approve a Late Travel Claim Reimbursement for Out of State Airfare to Social Worker Supervisor Sandra Miller in the amount of \$1095.92 to pick up a Dependent Child

CC: Amber Davis

Attachment 1: Travel Claim Form

Attachment 2: Expenditure Request

Attachment 3: Credit Card Receipt