



## Legislation Text

File #: 18-895, Version: 1

### MEMORANDUM

**TO:** BOARD OF SUPERVISORS

**FROM:** CRYSTAL MARKYTAN, DIRECTOR OF SOCIAL SERVICES

**DATE:** OCTOBER 23, 2018

**SUBJECT:** Approve Late Travel Reimbursement for Department of Social Services Director, Crystal Markytan, in the amount of \$74.88 for July, 2018 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 Social Services Director, Crystal Markytan, who served on the EOC. Due to the heavy workload during the Mendocino Complex Fire, staff did not begin processing the July mileage claims on time, 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 Crystal Markytan'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 Crystal Markytan's late mileage claim form in the amount of \$74.88.

**FISCAL IMPACT:** ☐ None ☐ Budgeted ☒ Non-Budgeted

Estimated Cost: \$74.88

Amount Budgeted: \$0

Additional Requested: \$0

Annual Cost (if planned for future years): N/A

#### FISCAL IMPACT (Narrative):

None

**STAFFING IMPACT (if applicable):**

None

**RECOMMENDED ACTION:**

Approve Late Mileage Reimbursement for Department of Social Services Director, Crystal Markytan, in the amount of \$74.88 for July, 2018 and authorize the Auditor to process payment.

Attachment