



Legislation Text

File #: 20-615, Version: 1

Memorandum

Date: July 7, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Todd Metcalf, MPA
Behavioral Health Services Director

Subject: Approve Late Travel claim for Staff Services Analyst Daniel McAtee in the Amount of \$138.35 and Authorize the Auditor-Controller to Process Payment

Executive Summary:

In an effort to be efficient and combine multiple months' worth of travel, Mr. McAtee consolidated three months on one Travel Expense Claim form. Unfortunately, he was unaware of the timeliness of the travel expense reimbursement protocol (maximum 60 days from date of travel).

If not budgeted, fill in the blanks below only:

Estimated Cost: \$138.35 Amount Budgeted: \$138.35 Additional Requested: \$0.00 Future Annual Cost: \$0.00

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action:

Approve Late Travel claim for Staff Services Analyst Daniel McAtee in the Amount of \$138.35 and Authorize the Auditor-Controller to Process Payment