



MEMORANDUM
HEALTH AND HUMAN SERVICES
CHILDREN'S SYSTEM OF CARE
County of Placer

TO: Board of Supervisors

DATE: September 24, 2019

FROM: Jeffrey S. Brown, M.P.H., M.S.W., Director of Health and Human Services

SUBJECT: Late Employee Mileage Claim

ACTION REQUESTED

Per the Placer County Meals, Lodging, Travel and Transportation Policy, approve a mileage claim for an employee for the time period of August 1, 2018 through September 21, 2018 in the amount of \$849.97.

BACKGROUND

An employee from the Children's System of Care went out on a leave of absence beginning October 19, 2018 through December 17, 2018, and then decided to retire prior to returning to active employment. Consequently, the mileage claim was not submitted before her retirement and this claim information was received August 19, 2019.

FISCAL IMPACT

Funding for these costs are included in the Department's FY 2019-2020 Budget.

The employee mileage claim is on file with the Clerk of the Board for review.

