

ATTACHMENT 1**TRAVEL EXPENSES REQUIRING A FINDING OF GOOD CAUSE TO APPROVE**

INVOICE NUMBER/ITEM DESCRIPTION	DATE OF ORIGINATION	DATE OF SUBMISSION	GOOD CAUSE TO APPROVE
Ask, Nathan Invoice 0524-042619	04/24/2019	06/18/2019	Nathan Ask's claim is being rejected due to his request for mileage to and from the airport to be dropped off, and to and from the airport to be picked up in his personal car. An exception is requested to pay this claim.
Breen, Ivy Invoice 0612-061419	06/14/2019	08/02/2019	Ivy Breen submitted her claim for travel ending 6/14/2019 on 6/20/2019 to her supervisor. It was not entered into One Solution until 8/2/2019. This was past the 14-days after 6/30 deadline. This was not of Ivy's doing, she turned it in, in a timely manner. An exception is requested to pay this claim.
Carillo, Erica Invoice 0622-062319	06/23/2019	07/10/2019	Erica Carillo submitted her claim within the 30 days, but due to Erica being out on Med leave staff were unable to get the times she departed and arrived back in Eureka. An exception is requested to pay this claim.
Clark, Shari Invoice 062819	07/31/2019	08/16/2019	Shari Clark submitted her expense voucher for local mileage for 6/28/2019 on 7/31/2019, past the 14-days after 6/30 deadline. An exception is requested to pay this claim.
Corgiat, Jennifer Invoice 0618-062719	06/27/2019	08/27/19	Jennifer Corgiat submitted this claim for local mileage reimbursement on 07/01/2019. She had also turned in another claim in the same month, and due to clerical error the attached claim was mistakenly believed to be a redundancy and not submitted by staff. An exception is requested to pay this claim.

DuBois, Laura Invoice 060319	06/03/2019	08/07/2019	Laura DuBois' claim was rejected as it was not turned in before the 14-days after 06/30. This is one of the first reimbursements Laura has requested and was unaware of the time line. An exception is requested to pay this claim.
DuBois, Laura Invoice 062619	06/26/2019	08/05/2019	Laura DuBois' claim was rejected as it was not turned in before the 14-days after 06/30. This is one of the first reimbursements Laura has requested and was unaware of the time line. An exception is requested to pay this claim.
Duncan, Sarah Invoice 0514-051719	05/17/2019	06/03/2019	Sarah Duncan's claim was rejected due to her request for mileage to and from the airport to be dropped off, and to and from the airport to be picked up in her personal car. An exception is requested to pay this claim.
Hernandez-Baron, Ana Invoice 060519-061619	06/16/2019	07/26/2019	Ana Hernandez-Baron was unaware of 14-day deadline after 6/30 due to lack of information from her supervisor, and was on pre-approved vacation from 7/8/19-7/19/19. Employee spends most of her days outside of the facility on transports, and submitted the claim upon return from vacation. An exception is requested to pay this claim.
Wilson, Mike Invoice 063019	06/28/2019	07/25/2019	Mike Wilson's claim was submitted to Auditor (through One Solution) on 7/25/19. Staff assumed this was within the 30-day timing requirement in the travel policy and was unaware that the last month of the fiscal year, all prior year expenses are due to the Auditor by July 15 th . This was a clerical error and an exception is requested to pay this claim.