

November 4, 2013

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TO: Local Agency Formation Commission

FROM: Executive Officer

SUBJECT: Quarterly Self-Approved Expense Claims Report

The Commission's Rules (Section 1.8) permit the Executive Officer to self-approve any single reimbursement claim up to \$500. The Rules also require the Executive Officer to regularly update the Commission about such claims that were self-approved. The Executive Officer follows a more conservative procedure than what is allowed in the Commission's rules and requires two members of his staff to review and authorize his expense claims. Since preparing the last report on August 5, 2013, LAFCO staff approved two of the Executive Officer's claims, totaling \$737.59 as summarized below:

<u>Date of Activity</u>	<u>Description of Activity</u>	<u>Amount of Claim</u>
August 2, 2013	Travel Reimbursement	\$219.80
September 13, 2013	CALAFCO Conference Reimbursement (Andy Vanderlaan, Harry Ehrlich and Michael Ott)	<u>\$511.79</u>
	Total Claim Expense	\$737.59

The Commission should accept and ratify the quarterly self-approved expense claims report.

Respectfully submitted,

MICHAEL D. OTT
Executive Officer

MDO:trl