

## AN ACCOUNTING OF REJECTED TRAVEL REIMBURSEMENT CLAIMS

- On December 11, 2019, Chamise Cubbison, Assistant Auditor-Controller emailed Carmen Macias, Administrative Services Manager to notify her that NO "Travel Authorizations" were submitted with the claims.
- On December 12, 2019, Carmen Macias, Administrative Services Manager emailed Chamise Cubbison, Assistant Auditor-Controller that DA has an exemption from the CEO's Office from submitting Travel Authorizations: Memo dated 12/12/08 (Budget Directive#2) and Memo dated 1/24/18 to Lloyd Weer, Auditor-Controller from Carmel Angelo, CEO stating DA is exempt from Budget Directive #2 were sent to Chamise.
- On January 8, 2020 a memo was sent to DA's Office from Chamise Cubbison, Assistant Auditor-Controller, notifying DA that CEO's Office cannot exempt DA's Office from Policy 18, and that Auditor-Controller in "all circumstances, including special circumstances" is the final approving authority regarding reimbursement for any expense.
- On January 30, 2020, Chamise Cubbison, Assistant Auditor-Controller, rejected the following Travel Reimbursement Claims because the claims did not have Travel Authorizations:
  - Kassandra Long - \$587.32- CDAA New Prosecutor
  - Kevin Bailey- \$288.00- CDAA Winter Workshop
  - C. David Eyster- \$350.00- CDAA Winter Workshop
  - Dale Trigg - \$300.00- CDAA Winter Workshop
  - Andrew Alvarado - \$333.00- POST Management Training
- On February 4, 2020, Carmen Macias, Administrative Services Manager, sent memo to Chamise Cubbison, Assistant Auditor-Controller. notifying her that the rejected Travel Reimbursement Claims were being resubmitted and that the elected District Attorney,

Mr. Eyster, had previously authorized the travel request for the mandatory trainings and therefore requested the Auditor to please expedite the Travel Reimbursement Claims for the DA's employees.

- On February 10, 2020, Chamise Cubbison, Assistant Auditor-Controller, sent email to Carmen Macias, Administrative Services Manager, notifying her that she received the memo dated February 4, 2020. Ms. Cubbison stated that the Auditor-Controller's Office is not aware of receiving any Travel Authorizations for the deleted Travel Reimbursement Claims. In addition Chamise re-emphasized that all travel related expenditure or reimbursement must be accompanied by a signed Travel Authorization.
- On February 13, 2020, Chamise Cubbison, Assistant Auditor-Controller, rejected the claims again and, in addition, rejected a Travel Reimbursement Claim for Senior DDA Elizabeth Norman.
  - Kassandra Long - \$587.32- CDAA New Prosecutor
  - Kevin Bailey - \$288.00- CDAA Winter Workshop
  - C. David Eyster- \$350.00- CDAA Winter Workshop
  - Dale Trigg - \$300.00- CDAA Winter Workshop
  - Andrew Alvarado - \$333.00- POST Management Training
  - Elizabeth Norman- \$431.00- CDAA Navigating the Complexities of Mental Health Cases
- On February 13, 2020, Carmen Macias, Administrative Services Manager, sent memo to Chamise Cubbison, Assistant Auditor-Controller, notifying Cubbison that DA Investigator Andrew Alvarado is a member of the Mendocino County Deputy Sheriff's Association and that, pursuant to Policy 18, POST trainings do not require a Travel Authorization. In addition Andrew is entitled to reimbursement pursuant to DSA MOU 2019-2022, Page 35, Article 30.
- On February 20, 2020, Chamise Cubbison Assistant Auditor-Controller sent a memo to DA's Office notifying that a Travel Request/Authorization is required for any travel related expenditure or reimbursement including POST training.

- On March 12, 2020, Auditor-Controller rejected the following Travel Reimbursement Claims:
  - Alexander Diener- \$428.30- CDAA Juvenile Justice Seminar
  - Andrew Alvarado - \$272.00- POST Management Training
  - Scott McMenomey- \$1,389.95- CDAA Navigating the Complexities of Mental Health Cases
  
- As of March 23, 2020 there are nine (9) outstanding Travel Reimbursement Claims that have not been paid by the Auditor-Controller. This includes the reimbursement that is on the BOS Agenda for March 24, 2020 (Kassandra Long: \$587.32).

**Carmen Macias - Hotel Check Requests**

---

**From:** Chamise Cubbison  
**To:** Carmen Macias  
**Date:** 12/11/2019 5:32 PM  
**Subject:** Hotel Check Requests  
**Attachments:** Hotels.pdf

---

Hi Carmen,

As we discussed earlier today, there are no Travel Authorizations for the attached check requests.

Please let me know as soon as possible if the department has them and can forward them to be added to the Claims.

These are for Thursday morning's check run so we need a resolution or we will need to delete them from the batch and return them to the department.

Thank you,

Chamise

**Carmen Macias - Re: Hotel Check Requests**

---

**From:** Carmen Macias  
**To:** Chamise Cubbison  
**Date:** 12/12/2019 9:17 AM  
**Subject:** Re: Hotel Check Requests  
**Attachments:** DOC121219-001.pdf

---

Chamise:

The District Attorney's Office has been operating under the attached exception from the requirement to complete travel requests authorized by the CEO. See attached.

*Carmen Macias*  
*Office Manager*  
*Mendocino County District Attorney's Office*  
*(707) 463-4195*

>>> Chamise Cubbison 12/11/2019 5:32 PM >>>  
Hi Carmen,

As we discussed earlier today, there are no Travel Authorizations for the attached check requests.

Please let me know as soon as possible if the department has them and can forward them to be added to the Claims.

These are for Thursday morning's check run so we need a resolution or we will need to delete them from the batch and return them to the department.

Thank you,

Chamise

---

**Carmen Macias - DA Travel Claims**

---

**From:** Janelle Rau  
**To:** Margaret Yates  
**Date:** 1/24/2018 9:00 AM  
**Subject:** DA Travel Claims  
**CC:** Lloyd Weer; Carmel Angelo; Carmen Macias

---

Hi Margaret - The Executive Office granted the District Attorney's Office an exception from the requirement to complete travel requests in advance of submission of a Travel Claim Reimbursement. Although I do not recall the date, this agreement was reached between the District Attorney and CEO, To date, all claims have been processed without the travel request form as the Auditor's Office had acknowledged the verbal authorization.

If this written confirmation is not adequate to exempt the DA's Office and staff from the procedural practice, please let us know what you will need in order to expedite the most recent travel claims for Richard Welsh, C. David Eyster and Jamie Pearl submitted by the DA that were held by the Auditor's Office (due to there being no travel authorization form accompanying the claims for reimbursement). Just and FYI - Policy 18 only requires pre-authorization is for Out of State travel - the mandate for travel requests for all other travel were based upon the direction of the prior CEO.

Thank you and please let me know if you have any questions!

**Janelle Rau, Deputy Chief Executive Officer -- Mendocino County Executive Office**  
501 Low Gap Road, Room 1010  
Ukiah, CA 95482  
(707) 463-4441  
(707) 463-5649 - fax  
rauja@countyofmendocino.org  
www.mendocinocounty.org/EQ  
www.mendocinocounty.org/BOS

CONFIDENTIALITY NOTICE: This e-mail/message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by "reply" e-mail and destroy all copies of the original message.

3841

**Carmen Macias - Re: Hotel Check Requests**

---

**From:** Carmen Macias  
**To:** Chamise Cubbison  
**Date:** 12/12/2019 2:20 PM  
**Subject:** Re: Hotel Check Requests

---

How do you know that the travel is not prosecutorial related?

*Carmen Macias*  
*Office Manager*  
*Mendocino County District Attorney's Office*  
(707) 463-4195

>>> Chamise Cubbison 12/12/2019 1:38 PM >>>  
Hi Carmen,

The Auditor's office is aware of Budget Directive #2 and the DA's exemption from that Directive.

However, the District Attorney's office is not exempt from following Policy 18 for non-prosecutorially related routine travel.

Regards,

Chamise

---

>>> Carmen Macias 12/12/2019 1:19 PM >>>  
It appears that I forgot to send the attachments with my original email.

*Carmen Macias*  
*Office Manager*  
*Mendocino County District Attorney's Office*  
(707) 463-4195

---

>>> Chamise Cubbison 12/12/2019 11:35 AM >>>  
Hi Carmen,

It appears that the interpretation of the attached email from Janelle has been very broad. The email appears to exempt the District Attorney's office from being required to submit Travel Requests in advance of submission of a Travel Claim Reimbursement. It does not state that the DA's office is exempt from ever preparing a Travel Authorization.

Any travel that does not involve a case or investigation should have a related Travel Authorization signed by the District Attorney or his official designee. That Travel Authorization is necessary as supporting documentation for any travel related cost, including all payments made by either check or credit card for hotel, transportation, registration, employee reimbursement, etc.

In addition, Policy 18 requires CEO approval of any travel over \$1,000. Several of the attached items will clearly be involved in Travel over \$1,000 as the hotel stay alone is more than \$1,000 and others are close to the amount. Travel costs include conference/seminar fees.

The Auditor-Controller's office acknowledges that the District Attorney's office is exempt from past CEO Budget Directives that involve travel and that require CEO approval prior to travel.

However, Policy 18 states "In **all circumstances, including** special circumstances not otherwise provided for in this Policy, the County Auditor-Controller shall be the final approving authority regarding reimbursement for any expense." It is therefore within the Auditor-Controller's authority to require the inclusion of supporting documentation for travel related expenditures.

The five claims for advances for hotel reservations have been deleted from this week's batch and will be returned to the District Attorney's office. There should be sufficient time for the inclusion of related Travel Authorizations and resubmittal of the claims for a check run prior to the related travel dates.

Thank you,

Chamise

Chamise Cubbison  
Assistant Auditor-Controller  
Mendocino County  
501 Low Gap Rd., Rm 1080  
Ukiah, CA 95482  
Phone: 707-234-6871  
cubbisoc@mendocinocounty.org

---

>>> Carmen Macias 12/12/2019 9:17 AM >>>

Chamise:

The District Attorney's Office has been operating under the attached exception from the requirement to complete travel requests authorized by the CEO. See attached.



**Carmen Macias - Re: Hotel Check Requests**

---

**From:** Chamise Cubbison  
**To:** Carmen Macias  
**Date:** 12/12/2019 3:22 PM  
**Subject:** Re: Hotel Check Requests

---

The travel does not appear to be specifically related to any particular investigation or case. The events are workshops/seminars that the entire state association is invited to attend.

>>> Carmen Macias 12/12/2019 2:20 PM >>>

How do you know that the travel is not prosecutorial related?

*Carmen Macias*  
*Office Manager*  
*Mendocino County District Attorney's Office*  
*(707) 463-4195*

>>> Chamise Cubbison 12/12/2019 1:38 PM >>>

Hi Carmen,

The Auditor's office is aware of Budget Directive #2 and the DA's exemption from that Directive.

However, the District Attorney's office is not exempt from following Policy 18 for non-prosecutorially related routine travel.

Regards,

Chamise

>>> Carmen Macias 12/12/2019 1:19 PM >>>

It appears that I forgot to send the attachments with my original email.

*Carmen Macias*  
*Office Manager*  
*Mendocino County District Attorney's Office*  
*(707) 463-4195*

>>> Chamise Cubbison 12/12/2019 11:35 AM >>>

Hi Carmen,

LLOYD B. WEER  
AUDITOR-CONTROLLER



CHAMISE CUBBISON  
ASSISTANT  
AUDITOR-CONTROLLER

COUNTY OF MENDOCINO  
AUDITOR-CONTROLLER  
501 LOW GAP ROAD, RM. 1080  
UKIAH, CALIFORNIA 95482  
PHONE (707) 234-6860 FAX (707) 467-2503  
www.mendocinocounty.org  
MEMORANDUM

To: District Attorney's Office

Date: January 8, 2020

From: Chamise Cubbison, Assistant Auditor-Controller

A handwritten signature in cursive script that reads "Chamise".

Re: Travel Authorizations

The following information is intended to address Travel Authorizations, travel related expenditures paid through accounts payable, credit card or journal entry and Travel Reimbursements.

Over the past several years, the District Attorney's office has sought exemptions from various CEO Budget Directives and Auditor-Controller's office procedures. The Auditor-Controller acknowledges that the District Attorney's office has been granted exemption from Budget Directive 2. Regarding the email from Janelle Rau dated January 24, 2018, the CEO can exempt the District Attorney's office from sending Travel Authorizations to the CEO's office in advance, essentially similar to the exemption from Budget Directive 2. However, the CEO can not exempt the District Attorney's office from Board Policy 18 which requires CEO approval for any travel over \$1,000 or travel out of state.

In addition, Policy 18 states "In **all circumstances, including** special circumstances not otherwise provided for in this Policy, the County Auditor-Controller shall be the final approving authority regarding reimbursement for any expense." It is therefore within the Auditor-Controller's authority to require the inclusion of supporting documentation for travel related expenditures. The CEO does not have the authority to exempt the District Attorney's office from ever preparing a Travel Authorization.

Any travel that does not directly involve a case or investigation needs to have a related Travel Authorization signed by the District Attorney or his official designee. That Travel Authorization is necessary as supporting documentation for any travel related cost, including all payments made by either check, credit card, or journal entry for hotel, transportation, registration, employee reimbursement, etc. Any payments or requests for payment that do not include a signed Travel Authorization but that are directly related to a case or investigation should include a specific notation indicating such or the item will be rejected.

cc: Carmel Angelo, CEO

**C. DAVID EYSTER**  
DISTRICT ATTORNEY

**Dale P. Trigg**  
ASSISTANT DISTRICT ATTORNEY

**Kevin Bailey**  
CHIEF DISTRICT ATTORNEY  
INVESTIGATOR



OFFICE OF THE  
DISTRICT ATTORNEY

✓  
□  
COURTHOUSE  
P.O. BOX 1000  
UKIAH, CA 95482  
(707) 463-4211  
FAX (707) 463-4687

COAST OFFICE  
700 S. FRANKLIN ST.  
ROOM 148  
FORT BRAGG, CA 95437  
(707) 964-5624  
FAX (707) 961-2429

**MEMORANDUM**

**DATE:** February 4, 2020  
**TO:** Chamise Cubbison  
Assistant Auditor-Controller  
**FROM:** Carmen Macias *CM*  
Administrative Services Manager  
**RE:** Travel Reimbursement Claims

The District Attorney's Office is resubmitting the deleted Travel Reimbursement Claims. The Auditor's Office deleted the Travel Reimbursement Claims for the following reason: "Needs Travel Authorization." The elected District Attorney C. David Eyster had previously authorized the travel request for the mandatory trainings, and in addition is authorizing the associated Travel Reimbursement Claims.

Thank you for your support and I appreciate your assistance in expediting this request.

cc: Carmel Angelo  
CEO

**Carmen Macias - Re: Travel Reimbursements**

---

**From:** Carmen Macias  
**To:** Chamise Cubbison  
**Date:** 2/11/2020 6:18 PM  
**Subject:** Re: Travel Reimbursements  
**Cc:** Janelle Rau

---

When you say TRAVEL AUTHORIZATION are you referring to the county "TRAVEL REQUEST" form? David has already authorized and approved the expenditure for the travel reimbursement. David signed the claim personally therefore he authorized the travel. In addition the travel claims already have the information attached regarding the hotel, etc information you are looking for.

*Carmen Macias*  
*Office Manager*  
*Mendocino County District Attorney's Office*  
*(707) 463-4195*

>>> Chamise Cubbison 2/10/2020 4:10 PM >>>

Hi Carmen,

I received your memo dated February 4, 2020 regarding the previously deleted Travel Reimbursement Claims. Your memo states that the District Attorney previously authorized the travel request for the mandatory trainings. The Auditor-Controller's office is not aware of receiving any Travel Authorizations for the deleted Travel Reimbursement Claims.

Every travel related expenditure or reimbursement must be accompanied by a signed Travel Authorization. The Travel Authorization must indicate the employee name, travel and event dates, event location, mode of transportation, all related costs associated with the event, and have the event flyer attached. As previously indicated, the District Attorney can provide the Auditor-Controller's office with a memo signed by the District Attorney showing the name and signature of an official designee or designees that may sign those Travel Authorizations on his behalf.

If you are able to provide the Travel Authorizations for the claims in AP batch 9380, and the one claim in AP batch 9399 for Elizabeth Norman, by Wednesday, February 12<sup>th</sup> at noon, we will process the Reimbursement Requests in those AP batches. If we do not receive those Travel Authorizations, we will need to delete the claims and return them to the District Attorney's office.

Thank you,

Chamise

**C. DAVID EYSTER**  
DISTRICT ATTORNEY

**Dale P. Trigg**  
ASSISTANT DISTRICT ATTORNEY

**Kevin Bailey**  
CHIEF DISTRICT ATTORNEY  
INVESTIGATOR



OFFICE OF THE  
DISTRICT ATTORNEY

COURTHOUSE  
P.O. BOX 1000  
UKIAH, CA 95482  
(707) 463-4211  
FAX (707) 463-4687

COAST OFFICE  
700 S. FRANKLIN ST.  
ROOM 148  
FORT BRAGG, CA 95437  
(707) 964-5624  
FAX (707) 961-2429

**MEMORANDUM**

**DATE:** February 13, 2020

**TO:** Chamise Cubbison  
Auditors Office

**FROM:** C. David Eyster *CDE*  
District Attorney

**RE:** Andrew Alvarado, DA Investigator Travel Reimbursement Claim

DA Investigator Andrew Alvarado is a member of the Mendocino County Sheriff's Association, therefore entitled to POST training reimbursement pursuant to DSA MOU 2019-2022, Page 35 Article 30. In addition, pursuant to Mendocino County Policy #18 a Travel Request is exempt for POST training.

cc: Lloyd Weer  
Auditor

**LLOYD B. WEER**  
AUDITOR-CONTROLLER



**CHAMISE CUBBISON**  
ASSISTANT  
AUDITOR-CONTROLLER

**COUNTY OF MENDOCINO**  
AUDITOR-CONTROLLER  
501 LOW GAP ROAD, RM. 1080  
UKIAH, CALIFORNIA 95482  
PHONE (707) 234-6860 FAX (707) 467-2503  
www.mendocinocounty.org

**MEMORANDUM**

To: District Attorney's Office

Date: February 20, 2020

From: Chamise Cubbison, Assistant Auditor-Controller *Chamise*

Re: Travel Requests/Authorizations for POST related travel

A Travel Request/Authorization is required for any travel related expenditure or reimbursement that is paid using General Fund dollars unless it is directly related to a specific client, investigation or case. The STC or POST trainings were exempted by Policy 18 from preparing a Travel Request when specific POST or STC Training Funds were available and held in a trust outside of the General Fund. Those funds are no longer available and therefore expenditures related to STC and POST training that are no longer covered by funds held in an external POST or STC specific trust fund require a Travel Request/Authorization. The other departments that send employees to STC or POST trainings are compliant with the requirement and submit a Travel Request for POST trainings.

Please submit the required Travel Requests/Authorizations with Travel Reimbursement Claims for processing.

Thank you.