



Madison County Human Resources Department

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TO: Madison County Board of Supervisors
FROM: Loretta D. Phillips, Human Resources Director
RE: Madison County handbook

I am requesting approval to correct an error in the Madison County handbook that was adopted October 2020. Under Section 4.7 Travel Expense Reimbursement that reads: "*Receipts for meals are ~~not~~ required to be submitted with reimbursement requests*". The statement should read: *Receipts for meals are not required to be submitted with reimbursement requests.*

Thank you for your consideration.