From:	Andrea Cinadr
To:	Roberta Wade; Terri Murphy
Cc:	Emaleigh Keller; Nurse Practitioner; Olivia Roston; Brian C. Saterfield; Nicole Ward; Michael Bear
Subject:	RE: Incidentals for Travel
Date:	Thursday, November 5, 2026 2:18:00 PM
Attachments:	image002.png

Roberta,

My point is that I had 3 employees on an out of state training that had to use one city credit card. They each had an allowance of $30 per dinner, so $90 total was the allowable amount.
They decided to order a $40 pizza to share between the 3 of them. There is clearly $50 on the tab that wasn't used that evening, so you are telling me that the mistake that occurred could not
be considered an incidental charge? The OMB and GSA consider incidentals of $5 per traveler per day. This was an incidental charge that she knew nothing about until it was brought up yesterday.

I think this is absurd. She gained nothing personal from this. It was a mistake that I am certain that my board will approve as an incidental charge, not to the City of Galion's money, but to the
340B account that we are supposed to be spending down. The conference was directly related to the STI Grant and the 340B funds that we accumulate.

Andrea Cinadr
Health Commissioner
Galion City Health Department
113 Harding Way East
Phone: 419-468-1075 ext. 1265
Cell: 419-989-3189
Fax: 419-468-8618

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From: Roberta Wade <robertawade@Galion.city>
Sent: Thursday, November 5, 2026 2:07 PM

To: Andrea Cinadr <andrea.cinadr@galionhealth.org>; Terri Murphy <terri.murphy@galionhealth.org>
Cc: Emaleigh Keller <emaleighkeller@galion.city>; Nurse Practitioner <sarah.miley@galionhealth.org>; Olivia Roston <oliviaroston@galion.city>; Brian C. Saterfield <briancsaterfield@Galion.city>; Nicole Ward <nicoleward@Galion.city>; Michael Bear <michaelbear@Galion.city>
Subject: RE: Incidentals for Travel

Andrea,

The problem is that this was a personal UberEats membership – the City of Galion cannot be responsible for an employee's personal memberships of anything.

Another issue is that our travel policy reimburses for meals, not UberEats charges. But the critical issue is that this UberEats membership was a personal expense.

I understand that this was an accident, but the City is not responsible for this expense – Sarah remains personally liable to reimburse the City of Galion. We are struggling on how best to work through this issue and get to closing out the month of October. And I think we have a workable 'solution' but we just need to use the correct PO that we got from Terri.

So, just so I am clear – the City of Galion does not pay for personal expenses of employees (even if it was an accident).

Thank you for your cooperation,
Roberta

From: Andrea Cinadr <andrea.cinadr@galionhealth.org>
Sent: Thursday, November 5, 2026 1:41 PM
To: Roberta Wade <robertawade@Galion.city>; Terri Murphy <terri.murphy@galionhealth.org>
Cc: Emaleigh Keller <emaleighkeller@galion.city>; Nurse Practitioner <sarah.miley@galionhealth.org>; Olivia Roston <oliviaroston@galion.city>
Subject: RE: Incidentals for Travel

Roberta,

Will you please answer me about incidentals? This was a mistake, she gained nothing from it.

Andrea Cinadr
Health Commissioner
Galion City Health Department
113 Harding Way East
Phone: 419-468-1075 ext. 1265

Cell: 419-989-3189
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From: Roberta Wade <robertawade@Galion.city>
Sent: Thursday, November 5, 2026 1:39 PM
To: Andrea Cinadr <andrea.cinadr@galionhealth.org>; Terri Murphy <terri.murphy@galionhealth.org>
Cc: Emaleigh Keller <emaleighkeller@galion.city>; Nurse Practitioner <sarah.miley@galionhealth.org>; Olivia Roston <oliviaroston@galion.city>
Subject: RE: Incidentals for Travel

Andrea,

We can use PO 2026-00421 (Work Force travel expenses) to pay for this $ 9.99 charge (this would not require a Then & Now).

However, since this is clearly a personal expense, Sarah would be responsible to reimburse the City for that payment

This is not a perfect answer to the situation, but it does allow us to wrap up October and close out the month.

As for the second $ 9.99 charge, this whole process will need to be repeated.

And for Sarah's convenience, she can just write one check to cover both charges.

Thank you for your cooperation.
Roberta

From: Andrea Cinadr <andrea.cinadr@galionhealth.org>
Sent: Thursday, November 5, 2026 9:28 AM

To: Roberta Wade <robertawade@Galion.city>
Cc: Emaleigh Keller <emaleighkeller@galion.city>; Nurse Practitioner <sarah.miley@galionhealth.org>
Subject: Incidentals for Travel

Roberta,

OBM and GSA allow for Incidental charges at a maximum of $5 per day per traveler. It is my understanding that incidentals are sometimes unexpected charges that do not always have receipts for them. Are we allowed to apply this to the situation in GA that occurred with the UberEats recurring monthly charges on the city credit card. It was an accident. Sarah did not know that this would happen at the time when all three travelers were tired and trying to save time and money by ordering pizza.

It is literally not cost effective for my APRN who is paid over $50 per hour to spend hours trying to obtain a statement or invoice for a charge that she didn't even know was being applied to the account. I too, have spent way too much time on this. I would rather take a hit on an audit for the mismanagement of $20, especially since we have enough on the purchase order to cover it with incidentals.

I know you are all doing your jobs, but it is nearly impossible for us to do ours in this current environment.

Sincerely,

Andrea Cinadr
Health Commissioner
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