



JOE PARISI  
DANE COUNTY EXECUTIVE

**COUNTY OF DANE**  
**DEPARTMENT OF ADMINISTRATION**

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**Director of Facilities & Services**– Amanda

DePagter

**Facilities Manager**– Steve Hutchinson

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Wisconsin 53704

(608) 576-1273 FAX (608) 242-6531

**MEMO**

To: Personnel & Finance Committee

From: Steve Hutchinson, Facilities Manager

Date: October, 18 2022

RE: Request for exception to County Ordinance 20.08 - Employee Expenses Claimed

Outside of 60 Day Window

Arturo Cordova submitted his vehicle's mileage expenses incurred for work-related travel from May 2nd through July 22nd. The mileage expense reimbursement form for May, June, and July was filled out monthly and sent Inter-D from the HS South Madison Office to the Northport Human Services office for the signature of approval and submission.

Unfortunately, the reimbursement forms were misplaced due to being placed in the incorrect mailbox by accident at Northport. Since I wasn't aware of the issue then, and due to an oversight on my part, I couldn't rectify the problem in time. Hence, the timeline, per Chapter 20.08, requires that reimbursements be submitted within 60 days, so from now on, I have asked Arturo to submit his mileage form to me electronically to avoid similar issues in the future.

Therefore, I am writing this memo seeking approval of an exception to Chapter 20.08; since this oversight was not the employee's mistake, he may be reimbursed for his expenses. The total amount is \$51.77 for May, \$25.16 for June, and \$49.14 for July.

If you need any additional information, please let me know.

Attachments – Copy of Employee Reimbursement Forms for May, June, and July.