



DIRECTOR – ASTRA IHEUKUMERE
DIVISION ADMINISTRATOR – ANGELA VELASQUEZ
ADRC MANAGER – JENNIFER FISCHER

JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Director DCDHS
Angela Velasquez, Division Administrator

FROM: Ellen Taylor, Dementia Care Specialist

DATE: November 3, 2022

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of 60-day window)

In August 2022, I drove 168 miles during the course of performing my job duties. Unfortunately, I inadvertently forgot to submit my mileage form to my supervisor until 10/28/2022. Pursuant to Chapter 20, this is outside of the 60-day window in which to submit mileage reimbursement requests. I am respectfully requesting this committee to authorize payment (\$105.00) for the miles driven. My apologies for this oversight. I will ensure timely submission of mileage claim forms in the future. Thank you for your consideration of this request.