



DANE COUNTY DEPARTMENT OF WASTE AND RENEWABLES

County Executive
Joseph T. Parisi

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Director
John Welch P.E.

TO: Personnel and Finance Committee

DATE: November 17, 2022

FROM: Traci Genz, Clerk III

CC: Roxanne Wienkes, Deputy of Waste & Renewables

CC: John Welch, Director of Waste & Renewables

CC: Robert Regan

RE: Request for Exception to County Ordinance 20.08 – Employee expenses claimed outside of 60-day window.

Robert Regan emailed his reimbursement form to me along with the toll credit card receipt for work-related travel from July 22, 2022 on July 29, 2022. At that time, he was trying to find information how to receive the daily tolls breakdown as the toll machine only gave him the total amount charged to his credit card. As of today, he couldn't get that information but attached the total toll amount to his form.

At the same time, his reimbursement form require a signature by the supervisor and we are not sure it was emailed to her or not. Unfortunately, I didn't follow up with the supervisor or Robert Regan.

Therefore, I am writing this memo seeking approval of an exception to the County Ordinance 20.08 since this oversight was not the employee's mistake, he may be reimbursed for his expenses. The total amount is \$207.50 for July 22, 2022.

If you need additional information, please let me know.

Attachments – Copy of employee reimbursement form for July.