



Dane County Department of Human Services Division of Prevention & Early Intervention

Dane County Executive – Joe Parisi
Director – Shawn Tessmann
Division Administrator – Connie Bettin, LCSW

1202 Northport Drive, Madison, WI 53704-2092
PHONE: (608) 242-6200 FAX: (608) 242-6294

MEMO

TO: Personnel and Finance Committee

CC Shawn Tessmann, Director DCDHS
Martha Stacker, CYF Division Manager
Chad Lillethun, Division Manager

FROM: Tom Malone, Finance Manager

DATE: November 21, 2022

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

Emily Gebheim's August mileage reimbursement claim was submitted by her supervisor within the 60 day window. However, the electronic claim form was saved in a different location than where August claims were specified to be saved. Additionally there was also a name change with the employee that created a delay in being able to process the form. As a result Human Services financial staff were not aware of the mileage form until after the 60 day deadline.

Financial staff has since reorganized the folder format in which supervisor's save forms to keep this from happening in the future.

It is requested that an exception to Ch. 20 be made for Emily Gebheim's August 2022 mileage reimbursement claim form which totals \$62.50