



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

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### *MEMO*

TO: Personnel and Finance Committee

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 Jenica Slavek

Jennifer Slavek'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. 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 supervisors save forms to keep this from happening in the future.

It is requested that an exception to Ch. 20 be made for Jennifer Slavek's August 2022 mileage reimbursement claim form which totals \$54.38