

January 4, 2023

Dear Personnel and Finance committee,

I somehow missed the deadline for submitting my mileage for October 2022. I am formally requesting an exception to the 60 day deadline for employee reimbursements under Ch. 20.

I look forward to hearing back from you.

Sincerely,

Odulia Halstead

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APS Social Worker
2306 S. Park St. Madison, WI 53713