



County Executive
Joseph T. Parisi

DANE COUNTY DEPARTMENT OF WASTE AND RENEWABLES

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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: Anthony Solari

CC: Paul Howard

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

Anthony Solari emailed his reimbursement form to me along with the toll credit card receipt for work-related travel from June 27 to June 29, 2022. At the end of August, his tolls were mailed to our office.

I did my best to email and get the tolls paid by a credit card and fill out the reimbursement form. It was submitted in early September and the reimbursement was returned because it was over the 60-day window. It was an unforeseen situation on my part and for that, I apologized.

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 \$16.20 for June 7-9, 2022

If you need additional information, please let me know.

Attachments – Copy of employee reimbursement form for