



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

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

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### *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: July 8, 2022

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

Nikki Sanders March 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 March 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 will provide communication and guidance related to the mileage submission process, and begin checking for claim forms in similar folder locations to keep this from happening again.

It is requested that an exception to Ch. 20 be made for Nikki Sander's March 2022 mileage reimbursement claim form which totals \$510.12