



DIRECTOR – ASTRA IHEUKUMERE  
DIVISION ADMINISTRATOR – ANGELA VELASQUEZ  
ADRC MANAGER – JENNIFER FISCHER



JOE PARISI  
DANE COUNTY EXECUTIVE

## **MEMO**

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director  
Angela Velasquez, Division Administrator

FROM: Michelle Mwita, Information and Assistance Specialist

DATE: August 1<sup>st</sup>, 2023

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

In May of 2023 I drove 42 miles during the course of performing my job duties. Toward the end of May, and June I needed to take FMLA time to care for my mother, and then was on bereavement leave as she had passed away. I wasn't able to submit my May mileage form until Friday July 28<sup>th</sup>, 2023. Given this is outside of the 60 day window, I am respectfully requesting this committee to authorize payment (\$27.51) for the miles driven in May 2023. My apologies for the delay in my submission. Thank you for your consideration of this request.