



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

JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel and Finance Committee

CC: Meg Krohn, Dane County Department of Administration
Astra Iheukumere, Dane County Department of Human Services
Bill Huisheere, ADRC Supervisor

FROM: MaiSee Thao, ADRC, Information & Assistance Specialist

DATE: July 17, 2023

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

In April 2023 I drove 184 miles during the course of performing my job duties. Unfortunately, I inadvertently forgot to submit my mileage form to my supervisor until 7/10/2023. Given this is outside of the 60 day window I am respectfully requesting this committee to authorize payment (\$120.52) for these miles driven. My apologies for the oversight and I will submit the mileage claim forms in a more timely manner in the future. Thank you all for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'MaiSee Thao'.

MaiSee Thao
Bilingual Information & Assistance Specialist