

October 18, , 2023

Dear Personnel and Finance committee,

I am requesting an exception to the Chapter 20 for employee expenses claimed outside the 60 day window. Due to being a part time employee, the reminder to submit August 2023 mileage arrived during my time off.

I look forward to hearing back from you.

Sincerely,

Odulia Halstead

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