



JOE PARISI
DANE COUNTY EXECUTIVE

Dane County Department of Human Services **Division of Children, Youth & Families**

Director – Shawn Tessmann
Division Administrator – Martha Stacker, Ph.D.

MEMO

TO: Personnel & Finance Committee

FROM: Courtney Trampush, CPS Social Worker, CYF

DATE: 09/22/2021

RE: Request for exception to County Ordinance Section 20.08 (Employee expenses claimed outside of the 60 day window)

I am requesting that the Personnel and Finance Committee approve an exception for mileage to be paid outside of the allowed 60 day window for the month of April 2021.

I attempted to submit the attached mileage form to my supervisor on June 30, 2021 which was outside of the 60 day window. I have since further reviewed the policy including the request for exception and have made it a priority to complete my mileage in the 45 day preferred window – which I have done in each month following April.

I am requesting that this mileage claim still be processed and approved as I utilized my personal vehicle for a significant amount of travel directly related to my job duties in April 2021. I have attached my mileage from April 2021 indicating the total amount of 638 miles driven for a reimbursement amount of \$357.28.

Thank you for your consideration. Feel free to contact me with any questions or concerns.

Courtney Trampush, MSW, APSW
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CC: Shawn Tessmann
Martha Stacker