



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: Sarah Lawton, Supervisor, Out of Home Care Unit, PEI

DATE: 07/15/2021

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

Ms. Catherine Gravel submitted her mileage claim for March 2021 to me in a timely manner. I processed and approved her request and placed it in the shared mileage reimbursement request folder, also in a timely manner.

In error, I inadvertently placed the claim in the incorrect folder (by date). This resulted in the FMS clerk not seeing, or being able to process this claim.

I sincerely apologize for this error, and respectfully request that Ms. Gravel's mileage claim for March be processed and approved.

Please see the attached request

Sarah Lawton, LCSW
Supervisor, Out of Home Care Unit
Dane county Department of Human Services
1202 Northport Dr., Madison, WI 53704
608-242-6322 remote: 608-556-5479
Lawton@countyofdane.com