

MEMORANDUM

DATE: January 6, 2025

TO: Personell and Finance Committee

FROM: Maria Laura Larracilla Medina

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

Hello,

In August 2024, I drove 126 miles as part of my job duties and also attended a conference. My forms were completed, signed, and sent to the PH Claims Reimbursement mailbox on 9/4/2024. Unfortunately, this was overlooked during the transition from the previous senior accountant. Given this is outside of the 60-day window, I am respectfully requesting this committee to authorize payment for these miles driven (\$84.42), as well as the reimbursement for parking fees (\$37.80), and meals (\$20) for the conference.

Thank you all for your consideration of this request.

Sincerely,

Maria Laura Larracilla Medina
Medical Interpreter
Public Health Madison & Dane County