

Krohn, Margaret

From: Riley, Lynn
Sent: Thursday, August 5, 2021 1:49 PM
To: Krohn, Margaret
Cc: Campbell, Todd; Tessmann, Shawn
Subject: Expense Reimbursement Denial Exception/Appeal
Attachments: MOM Facilitator Training 2021.Signed Request.pdf; RILEY LYNN.TRAINING REINBURSEMENT FORM 2021.pdf; Receipt for Mind Over Matter Facilitator Training; Training reimbursement; Riley_Certificate_MOM.pdf; Training-conference request process September 2019.doc

MEMO

To: Personnel & Finance Committee
From: Lynn S Riley, Supervisor ADRC of Dane County, Dane County Department of Human Services
CC: Todd Campbell, ACS Division Administrator
Shawn Tessmann, DCDHS Director
Date: August 5, 2021
Re: County Ordinance Section 20.08 exception/appeal

Attached please find supporting documents in regards to this appeal.

- Training request submitted through my supervisor Jennifer Fischer; signed by S. Tessmann 3/18/2021
- Receipt for payment 3/18/2021; made after receiving signed approval, per process noted below
- Training date: 4/22/2021 & 4/23/2021; certificate of completion 4/23/2021
- Reimbursement request sent to supervisor: 6/15/2021; email attached. 53 days after training
- Current training and reimbursement process for ADRC staff attached, used as recently as April 2020 and in June 2021.

Per Process: REGISTRATION FEE: List fee here. If there is a portion of the fee is just for CEU's earned, you will need to subtract that amount from the registration fee. It is county practice to not pay fees specifically for CEU certs. After you receive your signed approval, you need to register for the training/conference and make payment yourself.

On or about 7/15, I wrote an email to my supervisor, Jennifer Fischer, asking her if she had heard anything in regards to how long reimbursement requests are taking; checking in on the two I had sent on 6/15; one for me and one for my staff person, AM. Jennifer responded "I missed these" and said she would send them on that day. Although AM's reimbursement sent on that day was not over 60 days, it was a reimbursement for training she had paid for herself per our printed process. AM, and another staff person here have recently received reimbursement for their costs incurred (\$20 registration) in June 2021.

Due to my timely filing of request for reimbursement, I request consideration for exception.

Thank you for your time.

Lynn