



Dane County Department of Human Services

JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel & Finance Committee

FROM: Nani Gebrechristos – Senior Social Worker, ARTT Children Come First Program

DATE: 8/23/2021

RE: Requesting Exception to Chapter 20 – Employee Expenses Claimed Outside of 60 Day Window

The purpose of this memo is to request an exception to Chapter 20 for employee expenses claimed outside of the 60 day window.

I am requesting payment for a TSA Pre-check status payment I made as a part of my current position travel requirements outside of the State of Wisconsin.

Both my supervisor Heidi Stringer and I were unaware about the reimbursement process until after July, 2021. I had personal time off as a result of some family emergency until near the end of July. Due to schedule conflicts and time offs my supervisor Heidi and I were unable to meet before 8/1/2021 to discuss the form I completed and the next process involving the reimbursement. My apologies for any inconvenience this may have caused. Please see the attached emails for your review. Thank you.

Sincerely,
Selam Nani Gebrechristos

Nani Gebrechristos, MSW
Senior Social Worker ARTT/CCF PEI Division
Dane County Department of Human Services
1202 Northport Drive: Madison, WI 53704
Phone: Office (608) 242-6278
Fax: (608) 242-6256
Work Cell (608) 234-2015
Email: Gebrechristos.nani@countyofdane.com

CC:

Director: Shawn Tessmann
Division Administrator: Connie Bettin