

memo

Company name

To: Personnel and Finance Committee
From: Purkis, Claire
CC: Angela Velasquez, Sridevi Mohan
Date: 10/30/2023
Re: Exception to 60 day limit for employee reimbursements

I am writing to request an exception to the 60 day limit for employee reimbursements as outlined in Chapter 20. I submitted my July 2023 request for mileage reimbursement which was due September 30th 2023, on October 2nd 2023. I have been going through some family issues that have taken more of my attention than usual and it slipped my mind that my mileage was due. I appreciate anything you can do to help me secure my reimbursement for mileage.

Thank you for your consideration of this matter.

Sincerely,

Claire Purkis, MA,
Aging Program Specialist,
Area Agency on Aging of Dane County,
2865 Sherman Avenue, Madison, WI. 53704