



JOE PARISI
DANE COUNTY EXECUTIVE

Dane County Department of Human Services

Division of Adult Community Services

Director – Shawn Tessmann
Division Administrator – Todd Campbell

1202 Northport Drive, Madison, Wisconsin 53704
(608) 242-6200 FAX (608) 242-6531

MEMO

To: Personnel & Finance Committee

From: Jane Lanpher, Senior Social Worker
Adult Protective Services

Date: August 31, 2021

RE: Request for exception to County Ordinance 20.08 - Employee Expenses Claimed Outside of 60 Day Window

The purpose of this memo is to request an exception to Chapter 20.08 for employee expenses claimed outside of the 60 day window. Specifically, I am seeking reimbursement for mileage costs incurred for the months of April, May and June 2021.

I apologize for missing the deadlines for submitting these claims. My job duties are especially demanding during the months of December through August every year and I simply overlooked the due dates for submission of employee expenses claims for the above-mentioned months. Please be assured that I will be in compliance with Chapter 20.08 going forward.

Thank you for your consideration of my exception request.