



JOE PARISI
DANE COUNTY EXECUTIVE

Dane County Department of Human Services **Division of Children, Youth & Families**

Director – Astra Iheukumere
Division Administrator – Martha Stacker, Ph.D.

MEMO

TO: Personnel & Finance Committee

FROM: Katie Parpart, CPS Social Worker CYF

DATE: 7/17/23

RE: Request for exception to county ordinance section 20.08 (employee expenses claimed outside of the 60 day window)

I am requesting that the Personnel and Finance Committee approve an exception for mileage to be paid outside of the allowed 60 day window for the month of March 2023.

I'm a new county employee and was unaware of the multi-step process to submit mileage. My mileage form had been completed within the 60 day window however it had not been signed and set to my supervisor to be signed and sent. I had missed this step causing my mileage to be outside the window of processing. I'm fully aware of the process now and have been submitting my mileage within the 60 day window for April, May and about to submit June.

Thank you for your consideration. Feel free to contact me with any questions or concerns.

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