



Dane County Department of Human Services Division of Housing Access & Affordability

Dane County Executive – Joe Parisi
Interim Director – Astra Iheukumere
Division Administrator – Casey Slaughter Becker
210 Martin Luther King Jr. Blvd., Room 421, Madison, WI 53703

MEMO

To: Personal & Finance Committee

From: Melissa Mennig, Housing Program Specialist
Housing Access & Affordability

Date: July 17, 2023

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

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 hotel accommodation for a national conference I attended Feb 28-Mar 3rd, 2023, totaling \$915.45.

I apologize for missing the deadline for submitting this claim. I have been working with my supervisor since March to try and correct the charge, when I noticed that the hotel accidentally charged my personal card, rather than the division's purchasing card they had on file. We have been working diligently the past several months to attempt to get the hotel to reverse the charges and to charge the appropriate card. Ultimately, they have not been responsive. I also have been trying to work through my credit card company, to dispute the charges, but this has not been successful, because the hotel has not charged the division purchasing card for the stay. In the future, if something like this happens we will use the mileage reimbursement process instead of waiting on the hotel or credit card companies.

Thank you for your consideration of my exception request.

Sincerely,

Melissa Mennig
Housing Program Specialist