

MEMORANDUM

DATE: March 3, 2025

TO: Personell and Finance Committee

FROM: Devyn AJ Brown

SUBJECT: **Request for Exception to Ch. 20 (Employee expenses claimed outside of the 60 day window)**

In September of 2023 I enrolled in a 2-semester Certified Professional Coach program through the University of Wisconsin-Madison with the support of both my direct supervisor and division director. I completed the program in May 2024 and submitted a tuition reimbursement request at \$400 per year, resulting in a total of \$800. The request and related documentation was submitted to the clerk late, which resulted in missed deadline. I am now requesting the \$800 tuition reimbursement at this time. Thank you for your consideration.

Sincerely,

Devyn AJ Brown
Public Health Nurse