



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: 10/30/24

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 months of May/June 2024.

Due to several work and personal circumstances I have not been able to complete my mileage forms within the allocated time frame. I'm working on getting my mileage completed and submitted to my supervisor as soon as I'm able.

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

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