

## MEMORANDUM

DATE: May 29, 2025

TO: Personnel and Finance Committee

FROM: Chee Thao

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

Hello,

Personnel and Finance – Request for Exception to Co. ordinance 20.08 60 Day Reporting Deadline – Public Health. Chee Thao, 2025.

“I was originally scheduled to take a week-long training course December, 2024 that would have taken place in Sun Prairie, WI. Because of low enrollment numbers, the hosting organization cancelled that training session and I was advised to take the course in January at their Milwaukee location, which I did. For that training I accrued travel expenses as well as meal costs.

This was the first time I had filled out the new for PHMDC (at the time) reimbursement forms and submitted them to my Supervisor on 2/7/2025. Unfortunately, I was new to the process and had completed the wrong forms. I resubmitted under the correct forms in March but because the original training session was scheduled in December and the claims were from January, it was kicked back so that I could submit verification of the updated training session. Because of my confusion, I have submitted the my claims for reimbursement late.

Given this is outside of the 60-day window I am respectfully requesting this committee to authorize payment for these expenses. My apologies and I will endeavor to learn the correct forms and submit the claim forms in a timelier manner in the future. Thank you all for your consideration of this request.”

Sincerely,

Chee Thao  
Environmental Health Specialist