



JOE PARISI
DANE COUNTY EXECUTIVE

COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION

Director of Facilities & Services– Amanda

DePagter

Facilities Manager– Steve Hutchinson

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MEMO

To: Personnel & Finance Committee

From: Steve Hutchinson, Facilities Manager (On behalf of Lisa Jelle)

Date: July 5, 2023

RE: Request for exception to County Ordinance 20.08 - Employee Expenses Claimed

Outside of 60 Day Window

The purpose of this memo is to request an exception to Chapter 20.08 for employee expenses claimed outside of the 60-day window. Specifically, Lisa Jelle is seeking reimbursement for mileage costs incurred for February 2023.

Lisa Jelle, in March of 2023, completed her mileage reimbursement form; however, she only realized in Late June that she forgot to send an email for approval. She later noticed that the form was in her drafted email in Outlook. Lisa Jelle sincerely apologizes for missing the deadline for submitting her claims.

Lisa should have ensured that her drafted email was submitted on time. However, please be assured that she has taken the necessary steps to ensure she will comply with Chapter 20.08 going forward. I appreciate your consideration of my exception request on behalf of Lisa Jelle.